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COMNAVSURFLANTINST/
COMNAVSURFPACINST 5040.4J
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COMNAVSURFLANT/COMNAVSURFPAC INSTRUCTION 5040.4J

Subj: SUPPLY MANAGEMENT INSPECTION (SMI) Program

1. Purpose. Revise subject instruction and establish a single instruction number for both TYCOMs. This revision is effective upon issue.
2. Cancellation. COMNAVSURFLANTINST 5040.4H and COMNAVSURFPACINST 5040.2B.
3. Changes. Changes to this instruction are extensive. Individual paragraphs have not been marked for revisions, additions, and deletions.
4. Action. Use this instruction as a guideline for conducting SMI. It is not intended to establish examination standards already published by appropriate operational and administrative commanders. Nothing in this instruction should be construed as superseding, modifying, or constituting any authority to make changes to U.S. Navy Regulations, manuals, and instructions that govern operational readiness.

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RECORD OF CHANGES

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LIST OF EFFECTIVE PAGES

The following is a list of pages in effect. "0" indicates the original pages as printed in the 2000 edition.

| PAGE | | | CHANGE NUMBER |
|-------------------------|---|-------------------------|------------------|
| i-ii | Letter of Promulgation and Distribution | | 0 |
| iii | Record of Changes (Reverse Blank) | | 0 |
| iv | LOEP (Reverse Blank) | | 0 |
| v | Table of Contents (Reverse Blank) | | 0 |
| 1-1/1-2 | 0 | 1-A2-17/1-A2-18 | 0 |
| 1-3/1-4 | 0 | 1-A2-19/1-A2-20 | 0 |
| 1-5/1-6 | 0 | 1-A2-21/1-A2-22 | 0 |
| 1-7/1-8 | 0 | 1-A2-23/1-A2-24 | 0 |
| 1-9 (Reverse Blank) | 0 | 1-A2-25/1-A2-26 | 0 |
| 2-1/2-2 | 0 | 1-A2-27/1-A2-28 | 0 |
| 2-3 (Reverse Blank) | 0 | 1-A2-29/1-A2-30 | 0 |
| Encl(1) (Reverse Blank) | 0 | 1-A2-31/1-A2-32 | 0 |
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| 1-A1-9/1-A1-10 | 0 | 1-A3-5/1-A3-6 | 0 |
| 1-A1-11/1-A1-12 | 0 | 1-A3-7/1-A3-8 | 0 |
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| 1-A1-17/1-A1-18 | 0 | 1-A3-13/1-A3-14 | 0 |
| 1-A1-19/1-A1-20 | 0 | 1-A3-15/1-A3-16 | 0 |
| 1-A1-21/1-A1-22 | 0 | 1-A3-17/1-A3-18 | 0 |
| 1-A1-23/1-A1-24 | 0 | 1-A3-19/1-A3-20 | 0 |
| 1-A1-25/1-A1-26 | 0 | 1-A3-21/1-A3-22 | 0 |
| 1-A1-27/1-A1-28 | 0 | 1-A3-23/1-A3-24 | 0 |
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| 1-A2-7/1-A2-8 | 0 | | |
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CHAPTER 1

ASSESSMENT PROCEDURES

1000 **GENERAL**

1. The Supply Management Inspection is a comprehensive assessment evaluating the current condition, administration, accountability, and operation of the unit's logistic support. Its objective is to determine if each mission area can effectively support the unit in performing its primary mission.

2. Using basic parameters provided within this instruction, the Senior SMI Assessor will determine the final outcome of the assessment, which will reflect the readiness condition of the unit's existing logistic support system. The Senior SMI Assessor has the authority to explore and expand the scope of the assessment into any area of resource management considered necessary. In addition, the Senior SMI Assessor has the authority to adjust any mission area grade by a factor of plus or minus five percent. This discretion must be used only under the most extenuating circumstances and must be fully justified in the written report. If, after the assessment has begun, any mission area is judged "not ready for assessment," that portion of the SMI will be graded as UNSATISFACTORY and reassessed within 90 days after the completion date of the ongoing SMI. The responsibility for proper resource management and operation of the unit's logistic support system rests with the Commanding Officer (CO).

1001 **MISSION STATEMENTS**

1. **Mission Statement for Logistics.** The operating forces of the Navy are charged with supporting national policy under all conditions. As the logistician aboard ship, the Supply Officer's, and the department's, prime mission is to make sure the ship is loaded with enough supplies to assure a prescribed period of self-sufficiency and to permit maximum retaliation when necessary. Equally important to the ship's sustainability is logistic and configuration support for installed equipment. The logistics mission must then be expanded to make sure the ship's force is capable of performing preventive maintenance and the tools of configuration are maintained at required levels of accuracy.

2. **Mission Statement for General Stores.** The mission of the General Stores Division is to make sure the right part is on board when it is needed and that same part is immediately retrievable. For those instances when the necessary parts or consumable items are not on board, the storekeeper must use all available resources to make sure the most economical procurement of the required material. Integral to the mission of the General Stores Division is exercising proper accountability for the material and funds entrusted to the ship and fiduciary responsibility as the ship's comptroller.

3. **Mission Statement for Food Service.** The mission of the Food Service Division is to provide for the health and welfare of the crew by providing nutritious and varied meals, under all conditions. In the process of producing these meals for the crew, the Food Service Officer and Mess Management Specialists are obligated to properly account for the money and material entrusted to the ship by the taxpayers of the United States.

4. **Mission Statement for Retail Operations.** The mission of the Ship's Services Division is to heighten the morale, welfare, and health of the crew by providing for their material needs. Retail outlets are to be provided on board ship that appeal to the diverse desires of the crew. Having been entrusted with both money and material, the mission of the Sales Officer and

Ship's Serviceman also includes exercising the proper level of accountability over those funds and goods in their custody.

1002 SCHEDULE

1. SMI inspections will be conducted at least once every 24 months for all NAVSURFLANT/PAC units to coincide with the Inter-Deployment Training Cycle (IDTC). Exceptions to this periodicity will be authorized on a case basis by COMNAVSURFLANT/COMNAVSURFPAC. NAVSURFLANT and NAVSURFPAC's Afloat Training Groups (ATG) will coordinate specific SMI inspection schedules with the unit's respective Immediate Unit Commander (IUC)/Immediate Superior in Command (ISIC), who will task the unit as necessary to provide any support requirements.
2. The Supply Management Assessment (SMA/SMI) process will run concurrently with the IDTC with the SMI to optimally occur four to six months prior to deployment. The SMA, scheduled ten to fourteen weeks prior to SMI, is optional.
3. The SMI will not be conducted during ROH/SRA/PMA/ILOs without prior TYCOM approval. The ATGs will visit ships in extended availability's to offer assistance in Supply and 3M(optional) and to determine the effectiveness of Inactive Equipment Maintenance (IEM) procedures on a not-to-interfere basis.
4. In no case will an SMI be converted to an assist visit or an assist visit to a formal inspection, once the event has begun. Based on feedback from the ATG teams, however, the TYCOM may recommend validation (full or partial) of a SMA when an exceptional state of logistical readiness is noted during the assist. The ATG team does not determine validation of a SMA. Validation will be initiated at the TYCOM (N41) level. When any part of an assist is validated, the assist grade becomes the grade of record and that area will be excluded from the subsequent SMI. Training is the primary focus of the SMA.

1003 PRIMARY AND MISSION AREA REVIEW

1. The following mission areas will be reviewed within each primary area during the assessment:

- a. Supply

- (1) General Stores
- (2) Food Service
- (3) Retail Operations

Within each Supply mission area, the following functional areas will be assessed:

- (a) Accountability
- (b) Sustainability
- (c) Crew Support (Food Service and Retail Operations only)

2. Chapter 2 describes the primary areas of Supply in detail, listing and discussing the topics to be reviewed during the inspection. Use this chapter as a daily management tool and training aid.

1004 GRADING SYSTEM

1. **SUPPLY MISSION AREA GRADES.**

a. Adjective grades of Excellent, Good, Satisfactory, Conditionally Satisfactory and UNSATISFACTORY will be assigned to the Supply mission areas to reflect management effectiveness and efficiency. The mission area grades will be based on whether or not the existing logistics support systems are performing as required by governing directives, and if the unit had taken necessary corrective action to resolve any identified problems. The following definitions provide a detailed description of each Supply adjective grade:

| <u>Grade</u> | <u>Percent</u> | <u>Definition</u> |
|----------------------------|----------------|---|
| EXCELLENT | 100 - 95 | Superior operation. No major discrepancies. |
| GOOD | 94.9 - 90 | No major discrepancies which affect the assessed area's capability to support the unit's primary mission. |
| SATISFACTORY | 89.9 - 80 | Some major and minor discrepancies noted; resulting in limited degradation of the assessed area's capability to support the unit's primary mission. For NAVSURFPAC ships, 80% is the minimum certification standard for both SMA and SMI. For NAVSURFLANT ships, certification based on SMA will be at Force Supply Officer discretion. |
| CONDITIONALLY SATISFACTORY | 79.9 - 75 | Meets only minimum standards. Major improvements required. CONDITIONALLY SAT grades require an assist visit for those respective areas within 90 days of the completion date of the ongoing SMI. |
| UNSATISFACTORY | Below 75 | Does not support unit's mission. Reassessment is required within 90 days of the completion date of the ongoing SMI. |

b. Earned grades of CONDITIONALLY SATISFACTORY in two or more Supply mission areas (General Stores, Food Service, or Retail Operations) **OR** an UNSATISFACTORY grade in any one Supply mission area **OR** an UNSATISFACTORY grade in the specific functional area of General Stores Accountability will result in an overall grade of UNSATISFACTORY for the primary area of Supply, as well as an overall SMI grade of UNSATISFACTORY.

1005 CRITIQUE

1. The Senior SMI Inspector will debrief the Commanding Officer about the overall outcome of the SMI, as well as any major discrepancies found during the inspection. An overall Supply SMI grade and an individual primary area grade of SATISFACTORY or UNSATISFACTORY will be provided. A copy of all major and minor discrepancies found will be given to the Supply Officer. A detailed debrief will be provided to the Supply Department and Department Heads before the Commanding Officer's debrief.

1006 REPORTS

1. The written SMI report will be prepared reflecting the overall SMI grade, primary and mission area grades, and a narrative summary of major/minor discrepancies and their operational impact, then mailed to the unit within 15 working days after the Commanding Officer's debrief/critique. Figures 1-1a

and 1-1b provide a format for this report. Figure 2-1 is a sample format for enclosure (2) of Figures 1-1a and 1-1b.

2. The IUC/ISIC will receive a letter providing the overall SMI grade of SATISFACTORY or UNSATISFACTORY via separate correspondence within 15 working days of the Senior SMI Inspector's debrief/critique to the respective unit's Commanding Officer. The IUC/ISIC will then task the unit to take corrective action as necessary. The report format is shown in Figure 1-2.

5040
Ser N41/

From: Commander, Afloat Training Group Atlantic
To: Commanding Officer, USS

Subj: SUPPLY MANAGEMENT INSPECTION (SMI) OF USS

Ref: (a) COMNAVSURFLANTINST/COMNAVSURFPACINST 5040.4J

Encl: (1) SMI Highlights
(2) SMI Supply Summary Sheet
(3) Supply Management Inspection (SMI) Inspectors
(4) Listing of Key Personnel Involved

1. Per reference (a), the Supply Management Inspection (SMI) of USS _____ was conducted on _____.
2. An overall SMI grade of SATISFACTORY is assigned based on comments and discrepancies noted in enclosures (1) and (2). The below results provide a comparison of the previous SMI and the current SMI:

| | | |
|--------------------------|-------|-----------|
| General Stores | GRADE | ADJECTIVE |
| Food Service | GRADE | ADJECTIVE |
| Retail Operations | GRADE | ADJECTIVE |
| SMI Overall Grade | GRADE | ADJECTIVE |

3. Commanding Officer, USS _____ is responsible to take required action to correct discrepancies listed in enclosures (1) and (2), and to establish controls to prevent recurrence.
4. Key personnel involved in the inspection are listed in enclosures (3) and (4).

/S/ COMMANDING OFFICER

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Figure 1-1a

From: Commander, Afloat Training Group Pacific
To: Commanding Officer, USS

Subj: SUPPLY MANAGEMENT INSPECTION (SMI) OF USS

Ref: (a) COMNAVSURFLANTINST/COMNAVSURFPACINST 5040.4J

Encl: (1) SMI Highlights
(2) SMI Supply Summary Sheet
(3) Supply Management Inspection (SMI) Inspectors
(4) Listing of Key Personnel Involved

1. Per reference (a), and as COMNAVSURFPAC'S agent, ATGPAC conducted a Supply Management Inspection (SMI) of USS _____, ____ through ____ 19__, in _____.

2. An overall SMI grade of SATISFACTORY is assigned based on comments and discrepancies noted in enclosures (1) and (2). The following is a summary:

SMI Results

| | |
|-------------------|-------|
| General Stores | _____ |
| Food Service | _____ |
| Retail Operations | _____ |

4. Key personnel involved in the assessment are listed in enclosures (3) and (4).

/S/ COMMANDING OFFICER

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ISIC
CINCPACFLT (Code 412)

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NAVSCSCOL ATHENS

Figure 1-1b

Supply Management Inspection (SMI) Inspectors

Senior SMI Inspector: _____

General Stores: _____

Food Service: _____

Retail Operations: _____

Additional Inspectors: _____

Enclosure (3)
to Figure 1-1

Listing of Key Personnel Involved

Commanding Officer: _____

Executive Officer: _____

Department Heads: _____

Division Officers: _____

Supply Division LCPO: _____
(Division LPO)

SNAP Coordinator (Proof of NEC required): _____

Enclosure (4)
to Figure 1-1

COMNAVSURFLANTINST/
COMNAVSURFPACINST 5040.4J

5040
Ser N41/

From: Commander, Afloat Training Group Atlantic
To: Commander,

Subj: SUPPLY MANAGEMENT INSPECTION OF USS

Ref: (a) COMNAVSURFLANTINST/COMNAVSURFPACINST 5040.4J
(b) COMNAVSURFLANTINST/COMNAVSURFPACINST 4400.1J

1. As required by references (a) and (b), a Supply Management Inspection (SMI) of USS _____ was conducted at _____ on _____.

2. An overall SMI grade of SATISFACTORY is assigned. This SMI included an inspection of the primary areas of Supply with a breakdown in the following respective mission areas:

| | |
|-------------------|-------------------|
| General Stores | GOOD |
| Food Service | EXCELLENT |
| Retail Operations | CONDITIONALLY SAT |

3. The unit's previous SMI was conducted on _____ with an overall grade of SATISFACTORY.

/s/COMMANDING OFFICER

Copy to:
USS

Figure 1-2

CHAPTER 2

SUPPLY INSPECTION

2000 **GENERAL**

1. The Supply Inspection List is a comprehensive listing of the mission areas that will be reviewed during the SMI. It is intended to be used as a "self-assessment" guide to evaluate unit/shipboard logistics readiness and provide input for continuous improvement. While the inspector will primarily rely on the inspection list, the overall impression of how effectively the unit's daily routine is executed will also be considered when determining each mission area grade and the overall grade for the inspection. The inspection list is provided as enclosure (1). All inspection line items are applicable to ships with Optimized (R-Supply) installed. Inspectors will review equivalent R-Supply reports as applicable.

2001 **MISSION AREA REVIEW**

1. **MISSION AREAS.** Primarily divisional lines group the mission areas assessed during an SMI: General Stores, Food Service and Retail Operations. General Stores also includes assessments of aviation pack-up kits or SAC-207 aviation stores. Within each mission area, functional areas of Accountability, Sustainability, and Crew Support are assessed. The following information provides a description of the **functional** areas:

a. **ACCOUNTABILITY.** This area will be assessed through the use of the respective Accountability Attachments of the SMI Inspection List, enclosure (1). The objective of this area is to make sure accountability is intact for each division within the Supply Department, and that programs are in place to maintain accountability throughout the life cycle of the ship.

b. **SUSTAINABILITY.** This area will be assessed through the use of the respective Sustainability Attachments of the SMI Inspection List, enclosure (1). The objective of this area is to make sure that the Supply Department throughout the life cycle of the unit will adequately support the level of support required by the particular unit.

c. **CREW SUPPORT.** This area will be assessed through the use of the Crew Support Attachments of the SMI Inspection List, enclosure (1). The objective of this area is to make sure that acceptable standards of service are in effect to support the needs and desires of the crew.

2002 **GRADING MATRIX**

1. The Overall Percentage Scale outlined in Chapter 1, paragraph 1004.1 of this instruction will be used to determine the final adjective grade for Supply mission areas. These adjective grades are determined by comparing a numerical percentage grade derived for each supply mission area to this scale. Points assigned to individual, numbered checks, and points assigned to "Pulse Point" items are determined using the assessment lists, enclosure (1). The individual and Pulse Point points earned are added together. This total is compared to a maximum available point total to determine the percentage score used to determine the adjective grade. All results are recorded on the SMI Supply Summary Sheet, Figure 2-1. The individual adjective grades will determine the overall grade as discussed in paragraph 1004.1b of this instruction.

2. **Pulse Points.** Certain items in each functional area are considered to weigh significantly larger in relation to others (inventory, Ship Store security, sanitation, etc.). These items are known as "Pulse Points." For each Pulse Point,

correspondingly to scales specific to a particular Pulse Point. These scales are provided at the beginning of each inspection list having Pulse Points. In general, Pulse Point performance results in earning a certain number of points that are added to the points earned for individual items. The amount of points determined for each pulse point is largely a function of the Force Goal for the item evaluated. The points assigned for Pulse Point performance is large enough to significantly affect the overall grade of each Supply functional area. The inspector will be able to determine the effect of a Pulse Point by performing the following steps:

- a. Perform the specific Pulse Point assessment check and obtain an initial value or standard;
- b. Compare this value or standard to the "Overall Scale" and then determine the score to be added by selecting the corresponding number in the Point Scale indicated by that Pulse Point;
- c. Total all the Pulse Point points for each functional area and record the total in the respective areas of the SMI Supply Summary Sheet, Figure 2-1.

SUPPLY MANAGEMENT INSPECTION (SMI) Summary Sheet

| Mission Area and Functional Areas | Max Adj Points | Individual Pts Earned | Pulse Pts Earned | Total Pts Earned | Percentage Grade |
|---|-------------------|--------------------------|---------------------|---------------------|---------------------|
| 1. <u>GENERAL STORES</u> | | | | | |
| Accountability | ===== | ===== | ===== | ===== | ===== |
| Sustainability | ===== | ===== | ===== | ===== | ===== |
| Totals | ===== | ===== | ===== | ===== | ===== |
| 2. <u>FOOD SERVICE</u> | | | | | |
| Accountability | ===== | ===== | ===== | ===== | ===== |
| Sustainability | ===== | ===== | ===== | ===== | ===== |
| Crew Support | ===== | ===== | ===== | ===== | ===== |
| Totals | ===== | ===== | ===== | ===== | ===== |
| 3. <u>RETAIL OPERATIONS</u> | | | | | |
| Accountability | ===== | ===== | ===== | ===== | ===== |
| Sustainability | ===== | ===== | ===== | ===== | ===== |
| Crew Support | ===== | ===== | ===== | ===== | ===== |
| Totals | ===== | ===== | ===== | ===== | ===== |
| 4. <u>OVERALL GRADING SCALE:</u> | Excellent | | 100.0 - 95 | | |
| | Good | | 94.9 - 90 | | |
| | Satisfactory | | 89.9 - 80 | | |
| | Conditionally Sat | | 79.9 - 75 | | |
| | UNSATISFACTORY | | 74.9 - Below | | |
| 5. <u>OVERALL SMI INSPECTION GRADE:</u> | | | | | |
| | <u>Percentage</u> | | <u>Adjective</u> | | |
| General Stores | ===== | % | | | |
| Food Service | ===== | % | | | |
| Retail Operations | ===== | % | | | |
| OVERALL | | | (SAT/UNSAT) | | |

Figure 2-1

SUPPLY INSPECTION ATTACHMENT LIST

| | | |
|---------------|----------------------------------|------------|
| Attachment 1: | SNAP I (SAC-207) Accountability | SMA001-086 |
| | | DPA001-021 |
| | SNAP I (SAC-207) Sustainability | SMS001-085 |
| | | DPS001-041 |
| | | AVS001-066 |
| | | APS001-020 |
| Attachment 2: | SNAP II Accountability | SNA001-102 |
| | | ADA001-042 |
| | SNAP II Sustainability | SNS001-074 |
| | | SAS001-020 |
| | | ADS001-035 |
| Attachment 3: | Food Service Accountability | FSA001-121 |
| | Food Service Sustainability | FSS001-042 |
| | Food Service Crew Support | FSC001-071 |
| Attachment 4: | Retail Operations Accountability | ROA001-091 |
| | Retail Operations Sustainability | ROS001-019 |
| | Retail Operations Crew Support | ROC001-052 |

SNAP I (SAC-207) ACCOUNTABILITY

Pulse Point Grading Scales

| <u>Overall Scale</u> | <u>Point Scale 1</u> | <u>Point Scale 2</u> |
|----------------------|----------------------|----------------------|
| 100 - 98 | 85 | 70 |
| 97.9 - 95 | 60 | 65 |
| 94.9 - 90 | 30 | 50 |
| 89.9 - 80 | 10 | 30 |
| 79.9 - Below | 0 | 0 |

Pulse Points:

SMA001. INVENTORY: A random sample inventory of Depot Level Repairables (DLRs), Aviation DLRs (AV-DLRs), Maintenance Assistance Modules (MAMs), and Test Bench Installations (TBIs) reflected the following accuracy rates:

| CATEGORY | # INVENTORIED | # CORRECT | ACCURACY |
|-----------------|---------------------|-----------|----------|
| DLR | 100 | | |
| AV-DLR | 100 | | |
| MAM | 150 | | |
| TBI (CNSP ONLY) | 50 | | |
| TOTAL | 350/400 (CNSP ONLY) | | |

(NOTE: Apply TOTAL accuracy rate percentage to the Pulse Point Overall Scale to determine, from Point Scale 1, the appropriate number of points earned toward the overall SAC-207 Accountability grade.)

(NAVSUP P-485, Vol. I/6062 and COMNAVSURFLANTINST 4406.1G/COMNAVSURFPACINST 4400.7A)

Pulse Point Score: _____.

SMA002. INVENTORY: A random sample inventory of various SAC-207 stock reflected the following accuracy rates:

| CATEGORY | # INVENTORIED | # CORRECT | ACCURACY |
|--|----------------|-----------|----------|
| POS | 250 | | |
| NON-POS | 150 | | |
| AV-CONSUMABLES | 100 | | |
| AMAL/ADAL | 50 | | |
| SUBSISTENCE 9M COG (TAFS ONLY) | 25 (CNSP ONLY) | | |
| SHIPSTORE ITEMS 1Q COG (TAFS ONLY) | 25 (CNSP ONLY) | | |
| TOTAL | 600 | | |

ATTACHMENT 1
TO ENCLOSURE (1)

(NOTE: Apply TOTAL accuracy rate percentage to the Pulse Point Overall Scale to determine, from Point Scale 2, the appropriate number of points earned toward the overall SAC-207 Accountability grade.) (NAVSUP P-485, Vol. I/6061/6062 and COMNAVSURFLANTINST 4406.1G/COMNAVSURFPACINST 4400.7A)

Pulse Point Score: _____.

REPAIRABLE MANAGEMENT

Pulse Point Grading Scales

| <u>Overall Scale</u> | <u>Point Scale (Per FY)</u> |
|--------------------------------------|-----------------------------|
| < 1 percent | 20 |
| > 1 percent, < or equal to 3 percent | 18 |
| > 3 percent, < or equal to 5 percent | 15 |
| > 5 percent, < or equal to 7 percent | 10 |
| > 7 percent | 0 |

Note: Total CARCASS CHARGES will be divided by total DLR OBLIGATIONS (NB/SB,N3/S3 and 9S Fund Codes) for current and prior fiscal year to calculate Accountability Thresholds. The Total Carcass Charge value will be calculated from BK3's and surveys identified on the NAVICP Monthly Carcass Management Report (NAVSURFPAC)/CNSL CARCASS TRACKING TRANSACTION REPORT (NAVSURFLANT) transmitted monthly via SALTS. BK3 notifications less than 30 days old (based on BK3 transaction dates) will be excluded from threshold computations.

Pulse Point:

SMA003: DLR Management: Audit of NAVICP Monthly Carcass Management Report (NAVSURFPAC)/CNSL CARCASS TRACKING TRANSACTION REPORT (NAVSURFLANT) reflected the following charges:

| FISCAL YEAR | BK3 DOCS VALUE | SURVEYS VALUE | TOTAL VALUE | DLR OBS VALUE FYTD | %OF OBS VALUE | PULSE POINTS |
|----------------|-------------------|------------------|----------------|--------------------------|------------------|-----------------|
| | | | | | | |
| | | | | | | |

Note: Apply "% of OBS VALUE" to the Pulse Point Overall Scale to determine, from the Point Scale, the appropriate number of points earned toward the overall SNAP I Accountability Grade.

Pulse Point Score:_____.

INVENTORY MANAGEMENT

A. INVENTORY SCHEDULES

SMA004. Inventories/LAPS were conducted IAW NAVSUP P-485, Vol. I/6061-6064 and latest TYCOM directives.

3

NOTE: Inventories/LAPS will be conducted according to the dates established in the annual inventory/LAPS schedule. Storage and stock control supervisors will coordinate the accomplishment, documentation of inventories, and posting inventory adjustments in SUADPS.

B. PRESENTATION SILVER

| | | |
|---------|--|---|
| SMA005. | Presentation Silver inventories were properly conducted in that: (NAVSUP P-485, Vol. 1/8131) | 3 |
| a. | Appraisal report is available on file. | |
| b. | Required reports to NAVSUP were properly submitted. | |
| c. | Two prints of each presentation silver photographs were kept on file as an additional means of inventory control (size 8"X10", black and white should be with a ruler to indicate actual size). (NAVSUP P-485 Vol. I/8812) | |

FINANCIAL MANAGEMENT

NOTE: Where applicable, financial calls relate to all funds (i.e., S & E, Aviation, Reimbursables) held by a unit.

A. OPTAR ACCOUNTING AND REPORTING

| | | |
|---------|--|---|
| SMA006. | Message BORs were prepared properly. Message BOR figures should match the mechanized NAVCOMPT 2157 figures, and they should reflect only authorized fund codes. (NAVSUP P-485 Vol. I/9202/) | 3 |
| SMA007. | The OPTAR GRANT FYTD reflected on BORs agreed with the total allocations received from the TYCOM and was substantiated by letter and/or message for each FY reported. (NAVSUP P-485, Vol. I/9209 and SURFSUP Appendix I) | 3 |
| SMA008. | Automatic Take-Up (ATU) allocations for allowable charges (e.g., Charter and Hire obligations and XBT charges) were properly calculated and reported. (SURFSUP para 7207) | 3 |
| SMA009. | The grand total of all SFOEDL listings processed matched the Cumulative Differences figure listed on the most current monthly NAVCOMPT 2157 (BOR) report. (NAVSUP P-485 Vol. I/9202) | 3 |
| SMA010. | Administrative remarks on BOR were correctly prepared and submitted. (SURFSUP Appendix I) | 3 |
| SMA011. | Current FY BORs (SUADS Reports 28, 42, and 47) are in balance with Report 21, and contain no credit | 3 |

entries in column 22. (NAVSUP P-485, Vol. 1/9202)

B. SAC-207 FINANCIAL REPORTS AND ANALYSIS

| | | |
|---------|--|---|
| SMA012 | Financial Inventory Reports (FIR), Report 03, are audited and balanced against detailed reports (i.e. RPTs 4,5,6 and 34). In addition, audit sheets were used and on file. (COMNAVSURFLANTINST 4406.1G /COMNAVSURFPACINST 4400.7A AND NAVSUP P-485, VOL. I/9521) | 3 |
| SMA013. | The Receipt Report, Report 04, is reviewed and compared with a random sample of Direct Turnover (DTO) and stow DD 1348-1 stock receipt documents for accurate posting (quantity, money values, FIR codes) and validation of duplicate receipts. (NAVSUP P-485 Vol. I/9522) | 3 |
| SMA014. | The Other Supply Officer (OSO) Report, Report 05, is reviewed to make sure OSO Transfers are properly posting (quantity, FIR codes and Activity (UIC) compatibility) and validation of duplicate transfers. (NAVSUP P-485 Vol. I/9524) | 3 |
| SMA015. | The Report of Navy Stock Account (NSA) Expenditures (NAVCOMPT 2074) (Charges and Credits), Report 06, is reviewed for proper posting (accounting data, UIC and fund codes, excessive money value totals) of issues. (NAVSUP P-485 Vol. I/9525) | 3 |
| SMA016. | The Report of Controlled Drug Substances, Report 36, is reviewed for duplicate or unauthorized issues. Copies are provided to Naval Medical Logistics Command, FT Detrick, MD and the ship's Controlled Medicinal Custodian. (NAVSUP P-485, Vol. I/3444) | 2 |

C. INTERNAL BUDGET REPORT MANAGEMENT

| | | |
|---------|--|---|
| SMA017. | Monthly reconciliation of Divisional Budget Reports, Report 21, with the records of the work center/division RPP0's is accomplished by S-1 Division. In addition, monthly reconciliation of aviation (ACE/AIR Det) Divisional Budget Reports, Report 21 is being accomplished by S-6 Division. Report 21 reconciliation worksheets are being used and are on file to document review. (NAVSUP P-485 Vol. I/9530) | 3 |
| SMA018. | Review of Report 21 divisional budget reports were conducted by Financial SK (for S&E) and S-6 Division (for AOM), to ensure proper charges and correct fund code assignment. (NAVSUP P-485 Vol. I/9530, COMNAVSURFPACINST 4400.7A AND COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B) | 3 |

| | | | |
|---|--|---|--|
| SMA019. | End Use Differences Between Obligated and Expended Report listing (Report 22) reconciliation is accomplished and appropriate receipt (X73) and Obligation Adjustment (X78) corrections are made for COG 99/SERVICES. (NAVSUP P-485 Vol. I/9531) | 2 | |
| SMA020. | The Detailed Listing of Prior FY Transactions (Report 23) was reviewed for large dollar value transactions and erroneous obligations of expired accounts. (NAVSUP P-485 Vol. I/9532) | 3 | |
| <u>D. END-USE DIFFERENCE LISTING PROCESSING</u> | | | |
| SMA021. | The Summary Filled Order/Expenditure Difference Listing (SFOEDL) for S&E/AOM was properly researched, posted to the OPTAR, and annotated with challenge codes or research results. (SUADPS-RT Support Procedures Financial 4.1.2, NAVSUP P-485 Vol. I/9301.3) | 3 | |
| SMA022. | (For NAVSURFPAC ships only) SMARTS is being used for SFOEDL processing. (SPAWARSYSCEN Manual) | 2 | |
| SMA023. | A follow-up system was in effect and was properly used to monitor challenged SFOEDL difference charges for S&E/AOM. (NAVSUP P-485 Vol. I/9105 and SUADPS-RT Support Procedures Financial 4.1.2) | 3 | |
| SMA024. | The processing, review, and validation of the SFOEDL was completed and retained for audit purposes NAVSUP P-485 VOL I/9407 and CNSP msg 270037Z SEP 97) | 3 | |
| SMA025. | The review and validation of the UOL were completed and retained for audit trail purposes NAVSUP P-485 VOL I/9302 and CNSP msg 270037Z SEP 97) | 3 | |
| SMA026. | There were no outstanding COG 99/SERVICES above threshold unfilled orders for the first prior FY for which an invoice had not been received or requested. (NAVSUP P-485 Vol. I/9302) NOTE: Call not applicable if SMI held first quarter of new FY. All invoices should be received during the first quarter. | 3 | |
| SMA027. | (For CNSP only) There were no unfilled orders remaining for the second prior FY. (NAVSUP P-485 Vol. I/9302) | 1 | |
| SMA028 | (For SURFPAC ships only) Challenged S&E Summary Filled Order/Expenditure Listing (SFOEDL) was forwarded via SALTS or E-mail to COMNAVSURFPAC Comptroller and a copy retained on board for audit purposes (CNSP msg 270037Z SEP 97) | 2 | |
| <u>E. ANNUAL FINANCIAL PLAN</u> | | | |
| SMA029. | An Annual Detailed Financial Management Plan (AFMP) was developed. (COMNAVSURFLANT/COMNAVSURFPACINST | 3 | |

| | | | |
|--|---|---|--|
| | 4440.1J, App F) | | |
| SMA030. | The AFMP was updated each quarter. (COMNAVSURFLANT/COMNAVSURFPACINST 4440.1J, App F) | 2 | |
| SMA031. | A Phased Replacement Program was established and incorporated into the Annual Financial Management Plan. (COMNAVSURFLANT/COMNAVSURFPACINST 4440.1J, App F) | 3 | |
| SMA032. | The Departmental Budget Report (RPT 21) was generated and measured quarterly against the financial plan. (COMNAVSURFLANT/COMNAVSURFPACINST 4440.1J, App F) | 2 | |
| <u>F. AIRCRAFT OPERATIONAL MAINTENANCE (AOM) FUNDS/INDIVIDUAL MATERIAL READINESS (IMRL) FUNDS.</u> | | | |
| SMA033 | All materials were being charged to the proper Type Equipment Code (TEC). (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B and COMNAVAIRPACINST 7305.1, Encl. 5) | 3 | |
| SMA034 | General TECs were being used properly. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B and COMNAVAIRPACINST 7305.1, Encl. 5) | 3 | |
| SMA035 | IMRL material ordered matches the material authorized. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B and COMNAVAIRPACINST 13650.2, Encl 12) | 1 | |
| <u>G. BULK FUEL</u> | | | |
| SMA036 | Fuel files were audited monthly or upon receipt of SFOEDL. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B) | 1 | |
| SMA037 | JP-5 stock fund records balanced with inventory reports prepared by the Fuels Officer (V-4 division). (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B para 1108.1) | 2 | |
| SMA038 | Navy Standard Serial Numbers were used for all bulk petroleum procurement and off-loads. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B para 1102.1) | 1 | |
| SMA039 | The Supply Department used and kept the monthly JP-5 SUADPS/V-4 audit sheets. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B para 1102.1) | 2 | |
| SMA040 | DD-1149s were properly prepared when fuel was required for procurement from supply centers ashore. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B para 1102.1) | 1 | |
| SMA041 | Inventory adjustments due to Replenishment at Sea (RAS) are processed at least monthly. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B para 1106.a.1) | 1 | |

| | | | |
|--|---|---|--|
| SMA042 | Inventory adjustments for tank stripping were not erroneously combined with surveys caused by RAS. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B para 1106) | 1 | |
| SMA043 | DD-200s for all fuel surveys were properly prepared and filed. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B para 1106.b.2) | 2 | |
| SMA044 | Fuels issued to embarked squadrons were processed on a "net billing" basis at least every 15 days. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B para 1104) | 1 | |
| SMA045 | Miscellaneous ship's use of JP-5 issues were charged as follows: (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B para 1104.d/1104.e) a. Issues to AIMD yellow gear - AFM fund code 7L. b. Issues for forklifts or Material Handling Equipment (MHE) - S & E fund code _9. c. Issues to emergency diesel generators, ship's boats, and ship's propulsion - FLTCOM CMOB. SMA 1248. | 3 | |
| <u>MATERIAL PROCUREMENT MANAGEMENT</u> | | | |
| <u>A. MISCELLANEOUS PROCUREMENT</u> | | | |
| SMA046. | Document Number Control Log for manually processed (off-line) DTO/Stock requisitions and purchase documents was properly maintained. (NAVSUP P-485 Vol. I/3822-3828) | 2 | |
| SMA047. | Procedures have been established to preclude unauthorized use of ship's commercial telephones. The ships commercial telephone bill for landline and cellular phones were researched and/or investigated on receipt to challenge unauthorized and/or unofficial toll services. (COMNAVSURFLANT/COMNAVSURFPACINST 4440.1J/7206) | 3 | |
| <u>B. NON-STANDARD REQUIREMENTS</u> | | | |
| SMA048. | Requests for non-standard material and services were handled properly in that: (NAVSUPINST 4200.85C) a. Request documents (NAVSUP Form 1250-2, DD Forms 1348-6, 1149, or 1155) were properly prepared and approved by authorized personnel. b. Full technical data was provided for material and complete specifications were provided for services. | 3 | |
| SMA049. | Contracting functions were properly administered in that: (COMNAVSURFLANT/COMNAVSURFPACINST | 3 | |

| | | | |
|---------|---|---|--|
| | 4440.1J/2300 and NAVSUPINST 4200.85C) | | |
| | a. The Contracting Officer, if other than the CO, and any other personnel placing orders against Blanket Purchase Agreements (BPA) or existing contracts were appointed in writing with contracting/ordering authority specifically detailed. | | |
| | b. Purchase statistics reports/message to TYCOM (NAVSUP 4200-26) were submitted properly as required for all shipboard procurement. | | |
| SMA050. | Contracts were properly negotiated and prepared in that: (NAVSUPINST 4200.85C) | 3 | |
| | a. Contracting documents (DD Form 1155, SF 30) for authorized material or services were completed properly. | | |
| | b. Quotes for purchases in excess of \$2,500.00 were properly solicited and purchases were not "split" to circumvent competition requirements. Purchases below \$2,500.00 were equitably distributed among suppliers. | | |
| | c. Only designated contracting officers signed as the "Contracting Officer" on purchases. The CO approved any material or service purchase over \$5,000.00. Contracting/ordering authority was not exceeded in any purchase. | | |
| | d. FAST PAY rules were complied with for appropriate material purchases. | | |
| SMA051. | Non-Standard Requisition/Open Purchase files were properly maintained in that: (COMNAVSURFLANT/COMNAVSURFPACINST 4440.1J/2305 and NAVSUPINST 4200.85C) | 3 | |
| | a. Adequate files to track outstanding, completed and suspense (FAST PAY listing validation) were properly maintained. | | |
| | b. Purchase files contained adequate documentation for each individual purchase (request form, contract, purchase tracking form, receipts, certifications, etc). | | |

| | | | | |
|---|--|---|--|--|
| SMA052. | <p>Receipt and invoice handling was proper in that: (COMNAVSURFLANT/COMNAVSURFPACINST 4440.1J/2305 and NAVSUPINST 4200.85C)</p> <p>a. Copies of shipping documents/purchase documents had signatures acknowledging receipt and acceptance.</p> <p>b. Original invoices for services or non-FAST PAY material contained all required information required for certification, were properly certified and promptly submitted to the appropriate bill paying office. Original invoices received for FAST PAY material were returned to the vendor for direct submission to DFAS OP-LOC.</p> <p>c. Discounts offered by dealers were taken.</p> <p>d. Receipt data was properly entered in SUADPS.</p> | 3 | | |
| SMA053. | <p>Follow-up action on outstanding purchases was accomplished in a timely manner. (NAVSUPINST 4200.85C)</p> | 3 | | |
| SMA054. | <p>FAST PAY procedures were properly followed in that: (COMNAVSURFLANT/COMNAVSURFPACINST 4440.1J/2304 and NAVSUPINST 4200.85C)</p> <p>a. FAST PAY listings from DAO-CL were verified against pending purchase files and challenges/corrections were made as necessary.</p> <p>b. "FAST PAY" procedures were monitored properly. The requisitioner must promptly notify the purchasing activity of supplies or services that were not received, were non-conforming or were damaged in transit. Such notification should be made promptly, but no later than 30 days after the delivery date specified in the order.</p> | 3 | | |
| SMA055. | <p>Non-Standard requisitions were properly recorded in SUADPS with DOC ID of A0E or A05 and a full description of the item or service. The vague terms "open-purchase" or "service" were not used for the nomenclature. Quantities were for "00001 EA" and the total value of the contract/obligation was entered as unit price. (SUADPS-RT Support Guide, Logistics)</p> | 3 | | |
| C. <u>UNDERWAY REPLENISHMENT (UNREP) (T-AFS ships only)</u> | | | | |
| SMA056 | <p>For T-AFS ships only: Invoice/Billing package forwarded to customer ship and copies maintained in individual folder includes the following (as applicable): (COMNAVSURFLANTINST 4406.1G/COMNAVSURFPACINST 4400.7A)</p> <p>a. DD-1348-1A for Ship's store (1Q cog) items, repairable (DLR) materials, and any offline (supplemental requisitions) issue transactions.</p> | 3 | | |

| | | | |
|---------|---|---|--|
| | b. Provisions Issue List (Report 14). | | |
| | c. Provision invoice DD-1149 Simulated Listing. | | |
| | d. Customer Obligation Listing (NSA/APA) (Report 04). | | |
| | e. Depth Effectiveness Report (Report 44). | | |
| | f. Information Issue List (Report 34). | | |
| | g. Information Exception Listing (NIS/NC). | | |
| | h. Cash Sales Report (Cash Collected Locally). | | |
| | i. Cash Sales Report (Cash Not Collected Locally). | | |
| | | | |
| D. | <u>GOVERNMENT COMMERCIAL PURCHASE CARD</u> | | |
| SMA057. | Shipboard instruction and procedures have been established and followed to prevent unauthorized use of ship's Afloat Purchase Card Program. (COMNAVSURFLANT/COMNAVSURFPACINST 4200.3 and NAVSUPINST 4200.85C/4200.94) | 3 | |
| SMA058. | Purchasing functions for the Afloat Purchase Card Program were properly administered in that: (COMNAVSURFLANT/COMNAVSURFPACINST 4200.3 and NAVSUPINST 4200.85C/4200.94) | 3 | |
| | a. The following key players have been appointed in writing: | 3 | |
| | 1. Agency Program Coordinator (APC). | | |
| | 2. Approving Official. | | |
| | 3. Card holders. | | |
| | 4. Receiving Official. | | |
| | b. Personnel involved in the Government Purchase Card process (Cardholders, Approving Officials, and Agency Program Coordinators) completed the required training. | 3 | |
| | c. Agency Program Coordinators and Approving Officials complete mandatory reviews and audits. | 3 | |
| SMA059. | Funding for the purchase card program was obligated correctly on the Budget OPTAR Report and transmittal. (COMNAVSURFLANT/COMNAVSURFPACINST 4200.3 and NAVSUPINST 4200.85C/4200.94) | 2 | |

| | | | |
|---------|--|---|--|
| SMA060. | Records for the Government Purchase Card were maintained in that: (COMNAVSURFLANT/COMNAVSURFPACINST 4200.3 and NAVSUPINST 4200.85C/4200.94) a. All records were kept for audit trail purposes for 3 fiscal years and maintained with a log or other means to track progressive payments/receipts. b. Tracking Log was used to track/send follow-up on backordered items. | 2 | |
| SMA061. | The procurement action form (NAVSUP 1250-2) was properly prepared to document each purchase action. (COMNAVSURFLANT/COMNAVSURFPACINST 4200.3 and NAVSUPINST 4200.85C/4200.94) | 2 | |
| SMA062. | Delivery and receipt procedures were properly followed. (COMNAVSURFLANT/COMNAVSURFPACINST 4200.3 and NAVSUPINST 4200.85C/4200.94) | 2 | |
| SMA063. | The cardholder has completed all reconciliation procedures and maintained a Purchase Card Log. (COMNAVSURFLANT/COMNAVSURFPACINST 4200.3 AND NAVSUPINST 4200.85C/4200.94) | 3 | |
| SMA064. | The contracting officer made sure no restricted items were procured using the purchase card and established mandatory controls. (COMNAVSURFLANT/COMNAVSURFPACINST 4200.3 and NAVSUPINST 4200.85C/4200.94) | 3 | |
| SMA065 | The purchases using Government Purchase Card were handled properly in that: (COMNAVSURFLANT/COMNAVSURFPACINST 4200.3 and NAVSUPINST 4200.85C/4200.94) a. Cardholders are following the proper procedures for solicitation and award. b. There is no evidence of splitting requirements to circumvent dollar threshold. c. Cardholders are rotating business. d. Cardholders and Approving Officials are processing statements within the required time frames. e. Steps are being taken to resolve problems promptly in order to avoid disputes. | 5 | |
| SMA066 | The purchase documentation using Government Purchase Card were handled properly in that: (COMNAVSURFLANT/COMNAVSURFPACINST 4200.2 and NAVSUPINST 4200.85C/4200.94) a. Documentation in purchase card transaction files includes the requisition, required approvals, evidence of screening, solicitation documentation, evidence of award, evidence of receipt, inspection, and acceptance. | 4 | |

| | | | |
|---------------------------------------|---|---|--|
| | <p>b. The Approving Official is reviewing monthly statements of all cardholders and verifying that purchases are necessary for official government purposes and made in accordance with applicable directives.</p> <p>c. The Agency Program Coordinator and Dispute Office review disputed transaction status reports and ensure timely and appropriate procedures are being followed.</p> <p>d. The Agency Program Coordinator and Designated Billing Office review invoice status reports and address delinquent invoices ensuring outstanding issues are resolved and proper action is taken to pay delinquent invoices.</p> | | |
| SMA067 | <p>Mandatory controls were established by the APC to make sure that the same person was performing not two of the following functions. (NAVSUPINST 4200.85C, NAVSUPINST 4200.94, and COMNAVSURFLANT/COMNAVSURFPACINST 4200.3)</p> <p>a. Initiate requisitions.</p> <p>b. Award purchase actions.</p> <p>c. Receive, inspect, and accept supplies and services.</p> | 3 | |
| <u>E. CONTINUING SERVICES (C9999)</u> | | | |
| SMA068. | Requisitions for continuing services (C9999) were prepared properly. (NAVSUP P-485, Vol. I/3463) | 3 | |
| SMA069. | Continuing service folders were maintained with a log or other means to track progressive payments/receipts. Suffixed receipts (DI X73) were properly input for interim payments, and obligation adjustments (DI X78) were input to prevent obligation/expenditure differences on last receipt. (NAVSUP P-485, Vol. I/3463) | 2 | |
| <u>EXPENDITURE MANAGEMENT</u> | | | |
| <u>A. SURVEYS</u> | | | |
| SMA070. | Financial Liability Investigations of Property Loss (DD Form 200) were used to document unresolved material discrepancies. In addition, all accountable documentation applicable to each Financial Liability Investigations of Property Loss (DD-200) was retained on file for 2 years. (NAVSUP P-485, Vol. I/1184/5127) | 2 | |

| | | | |
|----------------------------|---|---|--|
| SMA071. | Financial Liability Investigations of Property Loss (DD Form 200) were properly prepared. In addition, authorized individuals signed the DD-200 as Responsible Officer, Accountable Officer, Reviewing Authority, Financial Liability Officer, Appointing Authority, and Approving Authority. (NAVSUP P-485. Vol. I/5125-5128) | 2 | |
| <u>B. QDR/ROD</u> | | | |
| SMA072. | Quality Deficiency Reports (QDR) (NAVSUP Report 4440.80.1) were properly submitted and a control log was maintained. (NAVSUP P-485, Vol. I/4274) | 1 | |
| SMA073. | Shipping-type or packing discrepancies attributable to the responsibility of the shipper (including contractors, manufacturers, and vendors) were reported on Report of Discrepancy (ROD) (SF 364) by the receiving activity and a control log was maintained. (NAVSUP P-485, Vol. I/4270) (SECNAVINST 5500.4G) | 3 | |
| SMA074. | Defective Material Summaries (DMS) were properly screened, processed and DMSs were retained on file for the current and one prior fiscal year. DMSs were annotated with action taken. (COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J/4003) | 3 | |
| <u>C. FILE MAINTENANCE</u> | | | |
| SMA075. | An expenditure record log was maintained. The expenditure invoice file was maintained in expenditure number sequence and originals or copies of expenditure/survey documents were retained in the expenditure invoice file. (NAVSUP P-485 Vol. I/5002/5003) | 1 | |
| SMA076. | A Stock Control Officer's Turnover Jacket was properly maintained and contained items of interest to include: (COMNAVSURFLANTINST 4406.1G/COMNAVSURFPACINST 4400.7A) a. Current LMC/ARRC Lists. b. Department/Division Organizational Chart. c. POAMs for stores division programs/projects. d. Monthly SUADPS Schedules. e. Storeroom location drawings. f. Inventory schedules. g. Personnel data. | 3 | |
| SMA077. | Monthly SUADPS Schedules were properly prepared by Stock Control and were effectively used as a management/report tracking tool: (COMNAVSURFLANTINST 4406.1G/COMNAVSURFPACINST | 3 | |

| | | | |
|-------------------------------|--|---|--|
| | 4400.7A and NAVSUP P-485 Vol. I/1614) | | |
| SMA078. | Non-privileged validation tables were properly maintained. (NAVSUP P-485, Vol. I/6814-6817) | 3 | |
| SMA079. | The Functional Area Supervisor (FAS) properly maintained customer data files. (NAVSUP P-485, Vol. I/3824/6815 and SUADPS-RT FAS Guide) | 3 | |
| | a. System Constant File (SCF). | | |
| | b. Customer Identification Data File (CID/CIA). | | |
| | c. Customer Serial Data File (CSR). | | |
| SMA080. | FAS Users Identification (UID) File Worksheets and SUADPS-RT system flow diagrams containing LOGON-ID information for system users were compared with latest UID printout, with no discrepancies noted. Worksheets and UID printouts were maintained under lock and key. (SUADS-RT FAS guide and NAVSUP P-485 Vol. I/6815) | 3 | |
| SMA081. | Fund code and Appropriation Data Files were compared and found to contain no erroneous entries. (NAVSUP P-485, Vol. I/3824/6817-6818/9101-9102) | 2 | |
| SMA082. | Supplier Data and Technical Data files were properly maintained. (NAVSUP P-485, Vol. I/3824/6816-6817) | 2 | |
| <u>D. LISTINGS MANAGEMENT</u> | | | |
| SMA083. | Suspense Report contained no transactions aged four days or older. (NAVSUP P-485, Vol. I/6866, and COMNAVSURFPACINST 4400.7A) | 3 | |
| SMA084. | Transaction corrected/deleted from Suspense Report were annotated with action taken and were justified. (SUADPS-RT Support Procedures App 23, and NAVSUP P-485 Vol. I/6866) | 3 | |
| SMA085. | Stock Control Output File (STK) listings were reviewed/corrected. (COMNAVSURFLANTINST 4406.1G/ COMNAVSURFPACINST 4400.7A, SUADPS-RT Support Procedures App 23, NAVSUP P-485, Vol. I/6867) | 3 | |
| | a. Information/Action Listing. | | |
| | b. Spot Inventory Aids Listing. | | |
| | c. Unit of Issue Difference Listing. | | |
| | d. Change Notice Information/Action. | | |

SMA086. The following supply management listings were kept as indicated. (COMNAVSURFLANTINST 4406.1G/COMNAVSURFPACINST 4400.7A)

- a. Unprocessed Picking Ticket Listing (IPF2), keep for 90 days.
- b. Issue pending file Repairables awaiting return from AIMD (IPF3), keep for 12 months.
- c. Summary Suspense Report, keep for 12 months.
- d. Stock Control Output File (STK) Reports, keep for 90 days.
- e. Suspense Report 90 days.

3

INFORMATION SYSTEM(IS) SNAP I

A. IS ADMINISTRATION

DPA001. Personnel were aware of responsibilities associated with the billet to which they are assigned. (SURFSUP and COMNAVSURFPACINST 5233.2B/5233.3)

DPA002. Adequate cross referencing system for console sheets/job service requests was established and in use. In addition, console files/job service requests documentation for the past 3 months is on hand. (COMNAVSURFPACINST 5233.3)

DPA003. Standardized job service request forms were established and in use for: (COMNAVSURFPACINST 5233.2B/5233.3)

- a. SUADPS RUNS.
- b. AZ7 RUNS.
- c. OMMS RUNS.
- d. NALCOMIS RUNS.

DPA004. Weekly, quarterly, and long-range training schedules were established and maintained. (COMNAVSURFPACINST 5233.2B/5233.3)

DPA005. A minimum of two (2) computer operators per shift were thoroughly familiar with computer operations. (COMNAVSURFPACINST 5233.2B/5233.3)

DPA006. Functional analysts for application software (i.e. SUADPS, IMMS, OMMS, MRMS, etc.) were assigned. (COMNAVSURFPACINST 5233.2B/5233.3)

DPA007. Scheduling duties were specifically assigned to a primary and an alternate scheduler. (COMNAVSURFPACINST 5233.2B/5233.3)

DPA008. There was a standard procedure for preparing the monthly run schedules. (COMNAVSURFPACINST

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5233.2B/5233.3)

B. INFORMATION SYSTEM (IS) PROCEDURES

| | | | |
|---------|---|---|--|
| DPA009. | IS personnel were aware of procedures used to request assistance for software and application problems or changes. (COMNAVSURFPACINST 5233.3) | 1 | |
| DPA010. | An Equipment Maintenance Log was established and maintained. (COMNAVSURFPACINST 5233.2B/5233.3) | 1 | |

C. TAPE LIBRARY

| | | | |
|---------|--|---|--|
| DPA011. | The daily saves were accurately accounted for in the tape library system (including the internal and external tape labels). (COMNAVSURFPACINST 5233.2B/5233.3) | 3 | |
| | a. SRV0. | | |
| | b. RPS0. | | |
| | c. HXVOLS. | | |
| DPA012. | The weekly and monthly saves were accurately accounted for in the tape library system (including the internal and external tape labels). (COMNAVSURFPACINST 5233.2B/5233.3) | 3 | |
| | a. SRV0. | | |
| | b. RPS0. | | |
| DPA013. | The daily saves of all Journal Volumes were accurately accounted for in the tape library system (including the internal and external tape labels). (COMNAVSURFPACINST 5233.2B/5233.3) | 3 | |
| DPA014. | The console file was printed, reinitialized, and reviewed by the IS LCPO on a daily basis. (COMNAVSURFPACINST 5233.3) | 2 | |
| DPA015 | A consolidated monthly run schedule for SUADPS, OMMS, NALCOMIS, and other applications, including scheduled maintenance, system saves, and periodic application processing was developed and implemented. (COMNAVSURFPACINST 5233.3) | 2 | |
| DPA016 | Required IS logbooks were established and in use: (COMNAVSURFPACINST 5233.3) | 3 | |
| | a. Passdown. | | |
| | b. Database Save. | | |
| | c. Production Control. | | |
| | d. Visitor/Escort. | | |
| | e. Equipment Maintenance. | | |

| | | | |
|---------|--|---|--|
| DPA017 | There is an active Job Qualification Requirement (JQR) program in place for all computer operators. (COMNAVSURFPACINST 5233.3) | 2 | |
| DPA018 | Written procedures have been developed and are in use for periodic data, software backups and routine file maintenance. (COMNAVSURFPACINST 5233.3) | 2 | |
| DPA019 | Written procedures have been developed and are in use to set up and modify microcomputers and UNIX workstations, printers, and peripherals. (COMNAVSURFPACINST 5233.3) | 2 | |
| DPA020 | Written procedures have been developed and are in use for periodic event processing to include: (COMNAVSURFPACINST 5233.3) 1. Supply a. Dummy/Live Financial Processing. b. Official Processing. c. Change Notice. d. TIR process 2. Maintenance a. Upline Reporting. b. ASI. 3. NALCOMIS a. NALCOMIS/SUADPS Reconciliation. b. Change Notice. | 3 | |
| DPA021. | The saves of User Report Files generated after Live Financial (ZFIN File) and related utilities (ZRFH File) were accurately accounted for in the tape library system (including the internal and external tape labels). (COMNAVSURFPACINST 5233.2B/5233.3) | 3 | |

MAXIMUM POINTS: _____
LESS N/A POINTS: _____
ADJUSTED MAX POINTS: _____
INDIVIDUAL POINTS EARNED: _____
PULSE POINTS EARNED: _____
TOTAL POINTS EARNED: _____

SNAP I (SAC-207) SUSTAINABILITY

Pulse Point Grading Scales

| <u>Overall Scale</u> | <u>Point Scale 1</u> | <u>Point Scale 2</u> |
|----------------------|----------------------|----------------------|
| 100 - 98 | 60 | 45 |
| 97.9 - 95 | 55 | 43 |
| 94.9 - 90 | 40 | 40 |
| 89.9 - 80 | 10 | 20 |
| 79.9 - Below | 0 | 0 |

Pulse Points:

SMS001. LOCATION AUDIT: A sample Location Audit (LAP) of material from the LOCATION to the Basic Material File (BMF) reflected the following accuracy rates:

| CATEGORY | # LOCATIONS | # CORRECT | ACCURACY |
|-------------|-------------|-----------|----------|
| DLR | 100 | | |
| REPAIR PTS | 250 | | |
| AV-207 MATL | 100 | | |
| TOTAL | 450 | | |

(NOTE: Apply TOTAL accuracy rate percentage to the Pulse Point Overall Scale to determine, from Point Scale 1, the appropriate number of points earned toward the overall SAC-207 Sustainability grade.)
(COMNAVSURFLANTINST 4406.1G/COMNAVSURFPACINST 4400.7A)

Pulse Point Score: _____.

SMS002. MATERIAL OBLIGATION VALIDATION (MOV) - STOCK: Outstanding requisitions for stock (and Aviation Pack-Up Kits (PUK) - USID A) over 45 days old were reviewed for validity based on the following criteria:

- Current, active supply status (status less than 30 days old, with other than AE1-BF status).
- No overaged shipping status (AS1/AE1-BA/AB1 status with ESD/EDD over 60 days old), resulting in the following validity percentages:

| CATEGORY | # OUTSTANDING | # VALID | VALIDITY % |
|--------------|---------------|---------|------------|
| STOCK | | | |
| PUK (USID A) | | | |
| TOTAL | | | |

(NOTE: Apply TOTAL validity percentage to the Pulse Point Overall Scale to determine, from Point Scale 2, the appropriate number of points earned toward the overall SAC-207 Sustainability grade.)
(COMNAVSURFLANTINST 4406.1G/COMNAVSURFPACINST 4400.7A)

Pulse Point score: _____.

ATTACHMENT 1
TO ENCLOSURE (1)

SMS003. MATERIAL OBLIGATION VALIDATION (MOV) - DTO: Outstanding requisitions Direct Turn Over (DTO) and AV-DTO over 45 days old were reviewed for validity based on the following criteria:

- a. Valid, open JSN (DTO Repair Parts)(Closed JSN with AC1/AK1 is valid) or outstanding in Material Control/Production Control (VIDS/MAFS/IMRL) (AV-DTO)
- b. Department/Workcenter still needs item (DTO/AV-DTO non-repair parts)
- c. Current, active supply status (Status less than 30 days old, with other than AE1-BF status).
- d. No overaged shipping status (AS1/AE1-BA/AB1 status with ESD/EDD over 60 days old), resulting in the following validity percentages:

| CATEGORY | # OUTSTANDING | # VALID | VALIDITY % |
|-----------------|---------------|---------|------------|
| DTO | | | |
| AV-DTO (USID C) | | | |
| TOTAL | | | |

(NOTE 1. The number of requisitions validated will be the greater of 100 or five percent of total outstanding of overaged requisitions.

NOTE 2. Apply TOTAL validity percentage to the Pulse Point Overall Scale to determine, from Point Scale 2, the appropriate number of points earned toward the overall SAC-207 Sustainability grade.)

(COMNAVSURFLANTINST 4406.1G/COMNAVSURFPACINST 4400.7A)

Pulse Point score: _____.

CONFIGURATION MANAGEMENT

A. COSAL MAINTENANCE

SMS004. Processing of the monthly COSAL maintenance actions (pen & ink changes) ASI/MCMAR were correct in that: (COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J/6606, SPCCINST 4441.170A, and NAVSUP P-485, Vol. I/2215)

3

a. Pen and ink changes/MCMAR (B and CF section only)/ASI interface between OMMS/SUADPS were processed in a timely manner. No ASI products in RAD mailbox were over 30 days old.

b. Changes were annotated as required on all applicable records/indices of the COSAL (B and CF section only).

c. Required files/reports were processed and maintained properly.

SMS005. An Automatic Reorder (DI 081) for allowance list increases for each COSAL type (HME) was run, following ASI processing. Note: Repair parts for newly-installed equipment/increase in allowance should be obtained using NAVSEA TOB Funds.

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|---|--|---|--|
| | (COMNAVSURFLANT COMNAVSURFPACINST 4400.1J/6603 and NAVSUP P-485, Vol. I/2300) | | |
| SMS006. | Action had been taken to obtain repair parts for newly-installed equipment/increase of allowance items for OSI and MAMs. (NOTE): Repair parts for newly-installed equipment/increase of allowance should be obtained using NAVSEA TOB funds. (COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J/6603 and NAVSUP P-485 Vol. I/2215) | 3 | |
| SMS007 | Hard copy updates to the OSI and MAMs COSAL were processed in a timely manner for pen and ink changes. MCMAR processed to records for COSAL Part III, Section B (OSI) and COSAL Part III Section CF (MAMs only). (COSAL Use and Maintenance Manual NAVICPINST 4441.170A) | 3 | |
| SMS008 | OMMS to SUADPS parts interface is being accomplished twice a day. | 3 | |
| <u>B. EQUIPMENT VALIDATION</u> | | | |
| SMS009 | All work centers order repair parts on APL parts list using OMMS. Validation of all repair parts ordered in SUADPS to determine if equipment is supported by ship's COSAL. (Check OMMS ordering with the report MER512 from OMMS, Current Ship's Maintenance Project Report Summary by Work Center with Material Status (RPPO Log). (SUADPS-RT Support Procedures Vol. I and COMNAVSURFLANT 4400.1G/COMNAVSURFPACINST 4400.7A) | 3 | |
| <u>C. LOAD LIST CHANGES</u> | | | |
| SMS010. | Pen and Ink Load List changes from NAVICP-M/NAVICP-PA (TARSL/USID T, FILL/USID A, AVCAL/USID C) were properly processed in SUADPS and filed. (SUADPS-RT Support Procedures, Vol. I and NAVSUP P-485, Vol. I/2302) | 2 | |
| SMS011. | Periodic Load List Change Tapes (FILL/TARSL/AVCAL) were properly processed. (SUADPS-RT Support Procedures, Vol. I and NAVSUP P-485, Vol. I/2302) | 2 | |
| <u>INVENTORY MANAGEMENT</u> | | | |
| <u>A. DEMAND HISTORY PROCESSING/LEVEL SETTING</u> | | | |
| SMS012. | Demand History Processing-Level Setting (DI 073) or TYCOM directed levels program substitute were performed at the requisite frequency. (NAVSUP P-485, Vol. I/6853 and applicable TYCOM instructions) | 3 | |

| | | | |
|---------------------------------------|--|---|--|
| SMS013. | Level Setting was performed using the proper parameters with regard to ship class and operational cycle. (COMNAVSURFLANTINST 4406.1G/COMNAVSURFPACINST 4400.7A and NAVSUP P-485, Vol. I/6853) | 3 | |
| SMS014. | Demand History Processing-Level Setting reports were reviewed and annotated with action taken. (COMNAVSURFLANTINST 4406.1G/ COMNAVSURFPACINST 4400.7A and NAVSUP P-485, Vol. I/6853) | 3 | |
| SMS015. | Part 9 (Records Dropped From BMF) of the Demand History Processing-Level Setting Output, was reviewed and annotated. NSNs with locations were verified to have zero on hand balance by conducting spot inventory. (NAVSUP P-485, Vol. I/6853 and COMNAVSURFLANTINST 4400.1G/COMNAVSURFPACINST 4400.7A) | 3 | |
| SMS016. | A SAMMA/SAL, (DI 008) was produced and reviewed, before and after each level set, (DI 073) (live) for illogical BMF conditions. (NAVSUP P-485, Vol. I/6857) | 3 | |
| SMS017. | Ordering and Shipping Time (OST) and Economic Retention (ER) parameters entered for SAMMA/SALs matched corresponding values used for Level Setting. (NAVSUP P-485, Vol. I/6857) | 1 | |
| SMS018. | (For SURFLANT ships only, USID A) Demand Tapes (DI 074) were produced monthly and forwarded to the CONUS T-AFS (AT 2/3), AD/AR (AT 2/3/4) or L Class ship (AT 2/3/4). (COMNAVSURFLANTINST 4406.1G/COMNAVSURFPACINST 4400.7A) | 1 | |
| B. <u>SUPPLY EFFECTIVENESS</u> | | | |
| SMS019. | The Effectiveness Exclude Code (EEC) "Z" was used appropriately. (SUADPS-RT Support Procedures App 4/Fig 03) | 3 | |
| C. <u>BMF MAINTENANCE</u> | | | |
| | NOTE: Report numbers refer to BMFAUD reports obtained from SUADPS-RT Release 3.0 Utility Program. (ALT011-5). | | |
| SMS020. | The BMF contained no AT Code 8 records with on hand quantity. (Report 01) | 1 | |
| SMS021. | The BMF contained no AT Code 6 through 9 records with Requisition Objective (RO). (Report 02) | 1 | |
| SMS022. | All BMF records with non-standard Automatic Reorder Restriction Codes (ARRC) used current ARRCs documented in the Stock Control Officer's Turnover Jacket. (Report 03) | 1 | |
| SMS023. | The BMF contained no AT Code 2, 4, 5, 6, 7, 8, or 9 | 1 | |

| | | | | |
|---------|---|---|--|--|
| | with COSAL allowance. (Report 04) | | | |
| SMS024. | The BMF contained no AT Code 1, 4, 5, 6, 7, 8, or 9 with AVCAL/TARSLI/FILL Allowance. (Report 05) | 1 | | |
| SMS025. | The BMF contained no AT Code 1 through 5 without a Requisition Objective (RO). (Report 06) | 1 | | |
| SMS026. | The BMF contained no AT Code 1, 2, 3, 4, 5, 8 with deleted/superseded/condemned/discontinued NSNs. (Report 07) | 2 | | |
| SMS027. | The BMF contained no AT Code 1, 3 without a COSAL allowance. (Report 08) | 1 | | |
| SMS028. | The BMF contained no AT Code 2, 3 without an AVCAL/TARSLI/FILL allowance. (Report 09) | 1 | | |
| SMS029. | The BMF contained no AT Code 5 without a miscellaneous load. (Report 10) | 1 | | |
| SMS030. | The BMF contained no AT Code 9 without PSIN indicator. (Report 11) | 1 | | |
| SMS031. | The BMF contained no AT Code 1 through 5, with zero on-hand and zero stock dues. (Report 12) | 3 | | |
| SMS032. | The BMF contained no AT Code 4, 5 with APA/DLR COG. (Report 13) | 3 | | |
| SMS033. | The BMF contained no net unit price discrepancies. (Report 14) | 1 | | |
| SMS034. | The BMF contained no AT Code 4 without POS/DBI flag set. (Report 16) | 3 | | |
| SMS035. | The BMF contained no records starting with COGs 1, 3, 5, or 9 with no drop flag set without LMC. (Report 17) | 1 | | |
| SMS036. | The BMF contained no AT Code 9 with 7_cog without a "no drop" flag. (Report 18) | 1 | | |
| SMS037. | The BMF contained no 7_cogs without MCC E, G, H, Q or X. (Report 20) | 1 | | |
| SMS038. | The BMF contained no MCC D, E, G, H, Q, or X with cog other than 0_, 2_, 4_, 6_, 7_, 8_, 1H, 1R, 3H, 5R, or 9F. (Report 21) | 1 | | |
| SMS039. | The BMF contained no records with on-hand quantity without a location. (Report 22) | 1 | | |
| SMS040. | The BMF contained no AT Code 9 with demand records. | 1 | | |
| SMS041. | Batch Change Notice Listings were properly reviewed and annotated with action taken. Reports were kept for 3 months. (COMNAVSURFPACINST 4400.7A/COMNAVSURFLANTINST 4406.1G) | 3 | | |
| | a. Storeroom Action Listing. | | | |
| | b. Stock Control Decision Listing. | | | |
| | c. Repairable MCC Decision Listing. | | | |

| | | | |
|--------------------------------------|--|---|--|
| SMS042. | BMF/MLF contained no records with more than two(2) locations for each NSN. | 3 | |
| SMS043. | BMF records with Limit Flags were identified by LMC, ARRC or were easily identifiable by commodity. | 3 | |
| SMS044. | AT Code 5 BMF records were properly managed in that: (COMNAVSURFLANTINST 4406.1G/COMNAVSURFPACINST 4400.7A) a. TYCOM/CO approval letter was on file. b. APL/AEL was loaded in SYFAPL file for each BMF record. c. LMCs were properly assigned. d. No DLRs were coded AT 5. | 3 | |
| SMS045. | AMAL/ADAL material was properly managed as SAC-207 stock in that: (COMNAVSURFLANTINST 4406.1G/COMNAVSURFPACINST 4400.7A) a. Inventory maintained at 100 percent on hand or on order. b. Included only authorized material. c. Managed with proper AT Code. d. Material was segregated from other 207 stock. | 3 | |
| <u>D. REORDER REVIEW</u> | | | |
| SMS046. | Automatic stock reorders (DI 081) were generated at least once a week. (COMNAVSURFPACINST 4400.7A/COMNAVSURFLANTINST 4406.1G) | 3 | |
| SMS047. | Reorder review listings were reviewed and annotated with actions taken. (COMNAVSURFPACINST 4400.7A/COMNAVSURFLANTINST 4406.1G and NAVSUP P-485, Vol. I/3806) NOTE: Reorder Review Listing will be reviewed by Stock Control Stores/Material/Cargo Officer and Aviation Support Officer. Screen for accuracy of NSN, unusual quantity, ARRC, LMC, and substitutes. USID C & M must note total money value of 7 COG requirements, which affect OPTAR charges. | 3 | |
| SMS048. | Reorders (DI 081) for material requiring special requisitioning (gas/bottles, AV-DLRs, ARRCs, etc.) were properly processed. (COMNAVSURFLANTINST 4406.1G/COMNAVSURFPACINST 4400.7A) | 3 | |
| <u>E. EXCESS MATERIAL MANAGEMENT</u> | | | |
| SMS049. | Ship did not exceed TYCOM goals for Redistributable Assets on-board (RAB) for NSA or APA material and DLR/AVDLR as related to the Ship's Authorized Levels (SAL) for one year. (Exclude COG-9X bulk | 3 | |

| | | | |
|---------------------------------------|--|---|--|
| | fuel) (COMNAVSURFLANTINST 4406.1G/COMNAVSURFPACINST 4400.7A) | | |
| SMS050. | Ship did not exceed TYCOM goals for Redistributable Assets on Order (RAO) for NSA or APA material and DLR/AVDLR as related to the Ship's Authorized Levels (SAL) for 1 year. (Exclude COG-9X bulk fuel) (COMNAVSURFLANTINST 4406.1G/COMNAVSURFPACINST 4400.7A) | 3 | |
| SMS051. | Excess Stock Due Cancellation (DI 045) had been requested and reviewed monthly, immediately after Levels analysis and SAMMA/SAL had been completed. (NAVSUP P-485, Vol. I/3839 and COMNAVSURFLANTINST 4406.1G/COMNAVSURFPACINST 4400.7A) | 3 | |
| SMS052. | An active program to off-load excess material, via Automated Off-load (DI 083) or MRE (DI X37), was evident. (NAVSUP P-485, Vol. I/5320-5326) | 3 | |
| <u>F. QUALITY ASSURANCE (QA) TEAM</u> | | | |
| SMS053. | A Supply Quality Assurance (QA) Team was established on board. (NAVSUP P-568, Ch. 9)(COMNAVSURFPACINST 4400.7A/COMNAVSURFLANTINST 4406.1G) | 5 | |
| SMS054. | An effective Supply Quality Assurance Program was in place in that it: <ul style="list-style-type: none"> a. Conducted LAPS on a continuous cycle basis, b. Conducted required random sample inventories, c. Verified all Storeroom Refusals, d. Sample Offloads (DI X37) for accuracy, e. Conducted quarterly Shelf Life audits, f. Sampled receipts (DI X71/X73) for correct processing. | 5 | |
| <u>G. INVENTORY ADJUSTMENTS</u> | | | |
| SMS055. | Preliminary research was conducted and documented to resolve inventory adjustments in excess of \$500 or inventory adjustment reversals in excess of \$100. In addition, preliminary research was conducted and documented to resolve inventory adjustments of DLR/AVDLR and inventory reversals regardless of dollar value. (COMNAVSURFPACINST 4400.7A/COMNAVSURFLANTINST 4406.1G, NAVSUP P-485, Vol. I/5125) | 3 | |

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| SMS056. | Causative research was properly conducted and documented to resolve inventory adjustments, when required. COMNAVSURFPACINST 4400.7A/ COMNAVSURFLANTINST 4406.1G, NAVSUP P-485, Vol. I/5125) NOTE: Causative research will be conducted for: a. Classified material and sensitive items, regardless of dollar value. b. Any adjustment in excess of \$2500.00. c. All DLRs/AVDLR. d. Pilferable, valuable items easily converted to personal use, with EMV greater than \$500.00. | 3 | |
| SMS057. | Appropriate approval signatures were obtained for inventory adjustments and surveys in relation to dollar value. (NAVSUP P-485, Vol. I/5125) | 2 | |
| SMS058. | Appropriate offsetting inventory adjustment DIs were processed when conducting preliminary or causative research and reversals of inventory adjustments had corresponding adjustments on the Cumulative Report 34/CTL. (COMNAVSURFLANTINST 4406.1G/ COMNAVSURFPACINST 4400.7A) | 3 | |
| <u>MATERIAL PROCUREMENT MANAGEMENT</u> | | | |
| <u>A. REQUISITIONING/ISSUING</u> | | | |
| SMS059. | Urgency of Need Designators (UND)/Priority Designators (PD), and media and status codes were properly assigned with regard to CASREPs, ship's operational status and material requirements. (NAVSUP P-485, Vol. I/3047) | 3 | |
| SMS060. | Required Delivery Dates (RDD) "999", "777", N01, etc. were properly assigned to requisitions requiring special handling. (NAVSUP P-485, Vol. I/3027) | 1 | |
| SMS061. | Unprocessed picking ticket file (IPF 2) was reviewed, and contained no transactions that were over 3 days old. (COMNAVSURFPACINST 4400.7A/ COMNAVSURFLANTINST 4406.1G) | 3 | |
| SMS062. | NORS/ANORS requisition documentation was properly prepared. (NAVSUP P-485, Vol. I/3027) NOTE: NORS/ANORS conditions which do not meet the criteria for "Expeditious Handling" must be designated by entering an "N" to identify a NORS or an "E" to identify an ANORS in cc 62. | 1 | |
| SMS063. | Serial numbers on CASREP requisitions were properly assigned. (NAVSUP P-485, Vol. I/3027, COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J App. C) | 1 | |

| | | | |
|---|---|---|--|
| | NOTE: The serial number in the document must be modified to reflect a new NORS/CASREP serial number with a "G/W" in cc 40. | | |
| SMS064. | CASREP requisitions, messages, and files were prepared and maintained properly. In addition, a CASREP desk guide containing CASREP requisitioning procedures is available for Duty SKs and Supply Duty Officers. (NAVSUP P-485, Vol. I/3030) | 3 | |
| SMS065. | Correct accounting data was cited on DD Form 1149s and/or DD Form 1155s for end-use fuel and/or utilities. End-use lube oil was charged to OPTAR vice Fleet Commander's open allotment. (COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J CH. 15, NAVSO P-3013) | 1 | |
| SMS066. | Non-allowance organizational issue material was not requisitioned for ship's use. (COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J/6803) (NOTE): The following list, which is not all-inclusive, contains examples of prohibited items: a. Nomex Flight Jacket, NSN 8415-01-010-1911 through 1913. b. Aviator Survival Knife, NSN 7340-00-098-4327. c. Aviator Sunglasses, NSN 8465-00-753-6261. d. Coveralls, Flyers, NSN 8415-01-043-8366. e. Kit Bag, Flyers NSN 8460-00-606-8366. | 5 | |
| B. <u>BRF MAINTENANCE</u> | | | |
| SMS067. | Automatic follow-up (DI 072) action had been requested at least monthly for outstanding requisitions. (NAVSUP P-485, Vol. I/3831 and SUADPS-RT Support Procedures LOG 4.3.4) | 3 | |
| SMS068. | Proper BRF maintenance and requisition follow-up procedures were conducted in that: (SUADPS-RT Supply Support Procedures, LOG 4.3.4) a. Continuous BRF maintenance is practiced to clear invalid requisitions, and b. BRF maintenance included records for non-standard requisitions (services and material) | 3 | |
| SMS069. | A program to review rejected requisitions (CJ, CG, CK, etc.) for possible COSAL/LOADLIST/AVCAL challenges (stock) or inaccurate requests (DTO) was in effect. (NAVSUP P-485, Vol. I/3501) | 3 | |
| C. <u>MATERIAL OBLIGATION VALIDATION (MOV)</u> | | | |

| | | | |
|------------------------------|---|---|--|
| SMS070. | External MOV procedures were properly followed in that: (NAVSUP P-485, Vol. I/3590-3599 and COMNAVSURFLANT/COMNASURFPACINST 4400.1J/2500) | 3 | |
| | a. AP9/APX responses were properly and promptly transmitted as required. | | |
| | b. AN1 card images were properly processed through batch input for comparison to the BRF | | |
| | c. Suspended AN1 transactions were properly processed; a post A0_ was generated if required, and an appropriate AP1 response generated. | | |
| SMS071. | Internal MOV procedures were properly followed in that: (NAVSUP P-485, Vol. I/3840 and COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J/2500) | 3 | |
| | a. DTO MOV listings forwarded to divisions included only outstanding requisitions with valid status, | | |
| | b. MOVs for DTO material were conducted on a monthly basis so that all divisions were validated once per quarter, | | |
| | c. All aged stock requisitions were validated once per quarter, | | |
| | d. DTO MOV listings were returned and processed by Stock control in a reasonable time frame (10 working days), | | |
| | e. A monthly report of MOV results was forwarded to the Commanding Officer (CO) for review, and | | |
| | f. A list of cancellations submitted as a result of MOV was on file. | | |
| <u>D. RECEIPT PROCESSING</u> | | | |
| SMS072. | Receipts were properly processed in that: (COMNAVSURFLANTINST 4406.1G/COMNAVSURFPACINST 4400.7A) | 5 | |
| | a. Receiving signatures were obtained for material procured for direct turnover and were identifiable. | | |
| | b. Partial receipts were properly processed. | | |
| | c. Receipts were properly filed and maintained for three FYs. | | |
| | d. Dummy invoices, using DD Form 1348-1s or equivalent, were properly prepared for material received without a receipt document. | | |
| | e. Receipt differences (overages/shortages in shipment), for Stock and, Direct Turn Over (DTO) were properly processed. | | |
| SMS073. | TYCOM receipt processing time frame goals of 3 working days were met or exceeded for: | 3 | |

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| (COMNAVSURFLANTINST 4406.1G/ COMNAVSURFPACINST 4400.7A) | | | |
| a. Stock receipts (X71). | | | |
| b. Stock Receipt in Process (RIP) (X72). | | | |
| c. DTO receipts (X71/X73). | | | |
| SMS074. | Integrated Bar-coding System (IBS) program was used properly in receipt processing/RIPs. (COMNAVSURFLANTINST 4406.1G/ COMNAVSURFPACINST 4400.7A) | 5 | |
| <u>MATERIAL MANAGEMENT</u> | | | |
| A. <u>SHELF LIFE</u> | | | |
| SMS075. | A Shelf Life Program was established and effective and included all special shelf life materials (Aviation/HAZMAT/,TYPE I, AMAL/ADAL, etc.) (NAVSUP P-485, Vol. I/4664) | 3 | |
| SMS076. | Type I (non-extendable) Shelf life items had been properly disposed of upon expiration. (NAVSUP P-485, Vol. I/4664) | 3 | |
| SMS077 | Type II (extendable) Shelf life items were properly extended upon expiration and testing. (NAVSUP P-485, Vol. I/4664) | 3 | |
| B. <u>CONTROLLED MATERIAL</u> | | | |
| SMS078. | Correct procedures for the receipt, stowage and issue of radioactive material were in effect. (NAVSUP P-485, Vol. I/4506,4645,4659) | 1 | |
| SMS079. | Radioactive material was labeled when required. Stowage locations were labeled with the standard radiation symbol and the words "CAUTION-RADIATION MATERIAL." (NAVSUP P-485, Vol. I/8222) | 1 | |
| C. <u>STOREROOM MATERIAL CONDITION EVALUATION</u> | | | |
| SMS080. | Personal gear was not stowed in accountable spaces (SAC-207 storerooms) without the CO's approval. (NAVSUP P-485, Vol. I/4689) | 1 | |

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| SMS081. | The basic objectives of good storeroom maintenance and stowage scheme had been achieved in that: (NAVSUP P-485, Vol. I/4685-4691) a. Safety was observed. b. Preservation of storerooms was maintained. c. Cleanliness/Good Housekeeping. d. Maximum stowage capacity was used. e. Stores were arranged orderly. f. Accessibility to all items was easy. g. Bulk material was properly secured. h. Small cube items were stowed in drawers instead of bins. i. There was sufficient protection for electronic and other repair parts to prevent damage or loss. j. Installed electrical fixtures were operational and properly maintained. | 3 | |
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SUADPS SYSTEM MANAGEMENT

ADMINISTRATION

A. REQUIRED PUBLICATIONS

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| SMS082. | An annual review of publications on hand was conducted to ensure that they are current and that a valid requirement still exists. A list of all official publications held by Supply Department is maintained. The list will include the title of each publication, the number of copies, and the location of each copy. All publication listed were available and current: (NAVSUP P-485, Vol. I/1190) a. Standard NAVSUP/NAVCOMPT/NAVSO/DOD Pubs and directives. (NOTE: The Navy Supply Corps Newsletter provides a recommended and comprehensive list.) b. Surface Force Supply Procedures (SURFSUP) (COMNAVSURFLANTINST/COMNAVSURFPACINST 4400.1J). c. Surface Force SAC-207 Procedures (COMNAVSURFLANTINST 4406.1G/COMNAVSURFPACINST 4400.7A). d. The following publications required in the operation of financial management afloat were on hand and current: 1. NAVCOMPT Manual Volume II (Accounting Classification). | 4 | |
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| 2. | NAVCOMPT Manual Volume II Chapter 5(UICs). | | | |
| 3. | SUADPS-RT Supply Support Procedures . | | | |
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| B. <u>TRAINING</u> | | | | |
| SMS083. | An effective training program was in place to include the following: (NAVSUP P-485, Vol. I/1050/1186) | 3 | | |
| | a. The Leading Petty Officer and Training Petty Officer was assigned to coordinate the training program. | | | |
| | b. SNAP I PQS. | | | |
| | c. Standards of Conduct (annually). | | | |
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| C. <u>PERIODIC REPORTS</u> | | | | |
| SMS084. | The Supply Officer properly prepared and submitted a Monthly Management Report to the CO. (COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J, App. A) | 3 | | |
| SMS085. | The Supply Officer properly prepared and submitted daily "Eight O'clock" reports accurately stating status of Supply Department pulse points. (COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J/1500) | 3 | | |
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| INFORMATION SYSTEM (IS) SNAP I: | | | | |
| | | | | |
| A. <u>INFORMATION SYSTEM ADMINISTRATION</u> | | | | |
| DPS001. | The most current version of system software is loaded and all program changes/upgrades/patches have been implemented. Records of all program changes/upgrades/patches is maintained and reflects implementation dates. (COMNAVSURFPACINST 5233.2B) | 2 | | |
| DPS002. | Full system saves are conducted on a weekly basis (2 sets). (COMNAVSURFPACINST 5233.3) | 3 | | |
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| B. <u>SPACE MAINTENANCE</u> | | | | |
| DPS003. | Eating, drinking, and smoking were prohibited in the computer room. (COMNAVSURFPACINST 5233.2B/5233.3) | 1 | | |
| DPS004. | Written procedures were established concerning electrical power or air conditioning casualties. IS operators were able to locate and were familiar with proper system power down procedures. COMNAVSURFPACINST 5233.2B/5233.3) | 3 | | |

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| DPS005. | There was a temperature-recording device in the vicinity of the Central Processing Unit (CPU). (COMNAVSURFPACINST 5233.2B/5233.3) | 2 | | |
| DPS006. | There were CO2/HALON fire extinguishers in the vicinity of the CPU, and they were properly charged. (COMNAVSURFPACINST 5233.2B/5233.3) | 1 | | |
| DPS007. | The existing tape storage is considered adequate in: (COMNAVSURFPACINST 5233.2B/5233.3) | 2 | | |
| | a. IS. | | | |
| | b. The off-site storage location. | | | |
| <u>C. ADP SYSTEM PROCEDURES</u> | | | | |
| DPS008. | A tape librarian was assigned. (COMNAVSURFPACINST 5233.2B/5233.3) | 1 | | |
| DPS009. | There were sufficient tapes available for proper rotation and replenishment. (COMNAVSURFPACINST 5233.2B/5233.3) | 1 | | |
| DPS010. | The existing tape library system includes diskettes (i.e. implementation software diskettes, data, etc) to be retained. (COMNAVSURFPACINST 5233.2B/5233.3) | 1 | | |
| DPS011. | The off-site storage location was air conditioned and readily accessible to IS personnel. The preferred storage site is in a safe or fireproof cabinet. (COMNAVSURFPACINST 5233.2B/5233.3) | 1 | | |
| DPS012. | Permanent serial numbers were assigned to each tape. (COMNAVSURFPACINST 5233.2B/5233.3) | 1 | | |
| DPS013. | Saves of all application databases were done daily. (two sets) (COMNAVSURFPACINST 5233.2B/5233.3) | 3 | | |
| DPS014. | The proper number of daily application database saves were kept in: (COMNAVSURFPACINST 5233.2B/5233.3) | | | |
| | a. IS. | 2 | | |
| | b. The off-site storage location. | | | |
| DPS015. | Saves of all Journal volumes were done daily (two sets). (COMNAVSURFPACINST 5233.3/5233.25) | 3 | | |
| DPS016. | The proper number of Journal volume saves were retained: (COMNAVSURFPACINST 5233.2B/5233.3) | 2 | | |
| | a. IS. | | | |
| | b. The off-site storage location. | | | |
| DPS017. | The proper number of User Report file saves were kept in: (COMNAVSURFPACINST 5233.2B/5233.3) | 2 | | |
| | a. IS. | | | |
| | b. The off-site storage location. | | | |

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| DPS018. | Required publications were complete and current. This includes the following: (COMNAVSURFPACINST 5233.2B/5233.3) a. System Administrator's manual. b. SUADPS-RT Appendix E. c. OMMS Appendix C. d. Ported SNAP Distributed Processing Operators manual. e. NALCOMIS Operators manual. f. NALCOMIS System Administrator's manual. | 2 | | |
| DPS019. | Incoming and outgoing jobs were checked for completeness and accuracy. (COMNAVSURFPACINST 5233.2B/5233.3) | 2 | | |
| DPS020. | The hardware maintainers were familiar with repair part ordering procedures using OMMS. (COMNAVSURFPACINST 5233.2B/5233.3) | 2 | | |
| DPS021. | The MRC deck was complete or tailored to the installed equipment. (COMNAVSURFPACINST 5233.2B/5233.3) | 2 | | |
| DPS022. | PMS was completed according to PMS schedule. (COMNAVSURFPACINST 5233.2B/5233.3) | 2 | | |
| DPS023. | Personnel were aware of procedures to be used to report hardware casualties requiring outside assistance. (COMNAVSURFPACINST 5233.2B/5233.3) | 1 | | |
| DPS024. | Equipment used to maintain the ADP system was properly calibrated. (NAVSHIPS Technical Manual 0967-059-5000) | 1 | | |
| DPS025. | Correct APLs for equipment in IS spaces are reflected in OMMS. (COMNAVSURFPACINST 5233.2B) | 1 | | |
| DPS026. | Failed Depot Level Repairables (DLRs) were turned in to the Supply Department immediately unless item is certified Remain in Place, when the Ready for Issue (RFI) item was provided. (COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J, App. D and NAVSUP P-485, Vol. I/8310) | 1 | | |
| DPS027 | The following save types were conducted as required by TYCOM instruction and properly annotated within the tape library: (COMNAVSURFPACINST 5233.3) a. Pre monthly Financial. b. Pre ASI. c. Pre patch/upgrade. d. Pre change notice (NALCOMIS). | 3 | | |

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| DPS028 | Following saves of NALCOMIS data are conducted using HVXVOLS backup on a daily basis: (COMNAVSURFPACINST 5233.3) a. NALC01. b. NALC02. c. NALC03. d. NALC04. e. FECPI1. | 3 | |
| DPS029 | The proper number of NALCOMIS daily saves were retained in: (COMNAVSURFPACINST 5233.3) a. IS. b. Off-site. | 2 | |
| DPS030 | Full system saves of NALCOMIS system is conducted monthly. (COMNAVSURFPACINST 5233.3) | 3 | |
| DPS031 | The proper number of NALCOMIS monthly saves were retained in: (COMNAVSURFPACINST 5233.3) a. IS. b. Off-site. | 2 | |
| DPS032 | The media library is audited on a monthly basis by the media librarian. Audit reports are reviewed by the ISO and retained for 12 months. (COMNAVSURFPACINST 5233.3) | 2 | |
| DPS033 | A complete audit of all media within the library system is conducted on a semi-annual basis, inventory reports are reviewed by the ISO and retained for 18 months. (COMNAVSURFPACINST 5233.3) | 2 | |
| DPS034 | IS Equipment Central Processing Units (CPUs) were operational. (COMNAVSURFPACINST 5233.3) a. If TAC boxes supporting SUADPS, NALCOMIS, and OMMS have been inoperative for a consecutive 48 hour period, COMNAVSURFPAC/LANT N6 has been notified via message. b. If TAC boxes supporting SUADPS, NALCOMIS, and OMMS have been inoperative for 72 consecutive hours a CASREP has been released. | 3 | |
| DPS035 | IS equipment peripheral (i.e. tape drives, printer, CD-ROM drives, hard drives, etc.) were operational. a. If any peripherals were inoperative, both a supply requisition for replacement of defective parts and required maintenance action items have been submitted via OMMS. | 3 | |

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| | b. If inoperability of equipment results in a unit's inability to perform required saves/backups for a consecutive 24 hour period, COMNAVSURFPAC/LANT N6 has been notified via message. | | |
| DPS036 | Repair Parts Petty Officer (RPPO) maintains accurate accounting of all outstanding requisitions including current status. | 3 | |
| <u>D. SECURITY</u> | | | |
| DPS037. | Terminal Area Security Officers (TASO) were assigned for each remote location which maintains ADP equipment (includes microcomputers). (COMNAVSURFPACINST 5233.2B/5233.3) | 2 | |
| DPS038. | TASOs maintained a record of authorized users of ADP equipment under their control. (COMNAVSURFPACINST 5233.2B/5233.3) | 2 | |
| DPS039. | Inventory of all microcomputers including location, software loaded and TASO assigned was maintained. (COMNAVSURFPACINST 5233.2B/5233.3) | 2 | |
| DPS040. | An ADP access roster was established/adhered to. (COMNAVSURFPACINST 5233.2B/5233.3) | 2 | |
| DPS041. | Escort procedures were established to control visitors. (COMNAVSURFPACINST 5233.2B/5233.3) | 2 | |
| <u>AV-207 SUSTAINABILITY (USID C ONLY)</u> | | | |
| | | 2 | |
| <u>A. AVIATION STORES/SUPPLY SUPPORT GENERAL</u> | | | |
| <u>AV-207 SUSTAINABILITY (USID C ONLY)</u> | | | |
| AVS001. | Aviation Stores Officer's Turnover Jacket was properly maintained and contained items of interest to include: (NAVSUP P-485 Vol. I/1050/1186 and OPNAVINST 3120.32, CH. 8 (SORM)) | 3 | |
| | a. Department/Division Organizational Chart. | | |
| | b. POAMs for Aviation Stores programs/projects. | | |
| | c. Monthly SUADPS/NALCOMIS Schedules. | | |
| | d. Storeroom Location drawings | | |
| | e. Inventory schedules. | | |
| | f. Personnel data. | | |
| AVS002. | On-the-Job Training (OJT) for Aviation Support was properly documented. (Applicable AIR TYCOM INST) | 1 | |

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| AVS003. | Meetings were held at least monthly between Supply, Organizational (SQDN) and Intermediate Maintenance (AIMD) personnel to resolve problems, establish local procedures, and promote material support effectiveness. (OPNAVINST 4790.2E, Vol. III/13.2.4) | 1 | | |
| AVS004. | Ship to ship transfer and receipts of AVDLR materials were conducted according to TYCOM policy. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B/602.2) | 3 | | |
| AVS005. | The following listings were reviewed, corrected, and maintained for aviation records by the Aviation Stores/Supply Support division. Listings were filed after being properly worked, and reviewed by supervisory personnel: a. Suspended Transaction Listing. b. Daily Information/Action Listing. c. Stock Control Decision Listing. d. Change notices. | 3 | | |
| AVS006. | Receipts for missing, misidentified, or damaged material were reported promptly. (NAVSUP P-485/4269-4274 and COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J/4002) | 1 | | |
| AVS007 | The Stock Control and Aviation Stores Officers jointly review SAMMA/SAL management on repairables. Signed copies of SAMMA/SAL showing joint S-1/S-6 review were on file. (COMNAVAIRLANTINST/COMNAVAIRPACINST 4440.1B/204 | 3 | | |
| AVS008 | The S6 Division Officer maintained custody cards (NAVSUP 306) or used an automated program and conducted required inventory for all TBIs sub-custody to AIMD. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B) | 3 | | |
| AVS009 | The following NALCOMIS mailboxes were properly reviewed daily by Aviation Support Division: a. N680 Component Status Inquiry. b. N682 OFFTR Inquiry. c. N683 OFVAL Inquiry. d. N684 EXREP Inquiry. e. N686 OFFMP Inquiry. f. N687 OFFAR Inquiry. g. N689 NIS/NC Inquiry. h. N655 OFISS Inquiry. i. N676 IOU Inquiry. | 3 | | |

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| | j. N806 DDSN Pending Supply Approval. | | |
| | k. N812 Completed Repair Action. | | |
| | l. N813 AMSU Induction Discrepancy. | | |
| | m. N832 Material Contingency. | | |
| | n. N811 MSG-Requisition Action. | | |
| AVS010 | The following Data Difference Reports were reviewed monthly and annotated with corrective action: (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B) | 3 | |
| | a. Exception Report COG/MCC not in NALCOMIS-N6R60660. | | |
| | b. Supply NIINs not in NALCOMIS-N6R60670. | | |
| | c. NALCOMIS/Supply Comparison Report-N6R60671. | | |
| AVS011 | The following Data Difference Reports were reviewed monthly and annotated with corrective actions: (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B) | 3 | |
| | a. NALCOMIS/Supply Head of Family Discrepancy Report-N6R60672. | | |
| | b. NALCOMIS/Supply Quantities Discrepancy Report-N6R60673. | | |
| | c. NALCOMIS/Supply Exception Report-N6R60677. | | |
| AVS012 | The following DTO Due Reconciliation Reports were reviewed monthly with corrective action: (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B) | 2 | |
| | a. Supply DTO Requisitions not in NALCOMIS-N6R60680. | | |
| | b. NALCOMIS DTO Requisitions not in Supply DTO Reconciliation-N6R60681. | | |
| AVS013 | The following Stock Due Reconciliation Reports were reviewed monthly and annotated with corrective actions: (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B) | 3 | |
| | a. NALCOMIS/Supply Stock Due Load Exception Report-N6R60642. | | |
| | b. NALCOMIS Requisitions not in SUADPS-N6R60640. | | |
| | c. SUADPS Requisitions not in NALCOMIS-N6R60641. | | |
| AVS014 | The S-6 Division Office utilizes IBS to receive stock repairables on board. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B/1214.1q) | 2 | |

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| AVS015 | The BMF contained no AT2 non-DLR (Consumable) Aeronautical records not currently authorized in the CONSPool database. (L-Class ships only) (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B and COMNAVSURFPAC MSG 011917Z APR 98) | 3 | |
| AVS016 | Non-DLR (Consumable) Aeronautical materials were properly managed in that: (L-Class ships only) (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B and COMNAVSURFPAC MSG 011917Z APR 98) a. All allowance changes are properly approved and authorized by TYCOM as AT2, AT3 or AT5. b. TYCOM approval letter/message was on file. c. AT4 line items have Demand Based Indicator (DBI) Flag/(POS flag) set. | 3 | |
| <u>B. SUPPLY RESPONSE SECTION (SRS)</u> | | | |
| AVS017 | A follow-up system was in effect to monitor corrective action on Reports of Discrepancy (ROD) or letters to issuing activities. Letters and RODs were retained for a minimum of one year following submission. (NAVSUP P-485, Vol. I/4270) | 1 | |
| <u>C. REQUISITION CONTROL UNIT (RCU)</u> | | | |
| AVS018. | Material Control Registers were properly prepared and maintained when NALCOMIS was down. (OPNAVINST 4790.2G, Vol. III/8.4.2.1). | 1 | |
| AVS019 | Offline Aviation Stock and DTO Requisitions were properly prepared. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B/1209) | 1 | |
| <u>D. TECHNICAL RESEARCH UNIT (TRU)</u> | | | |
| AVS020. | The following publications, manuals, and directives are on hand and current: a. NAVAIR Technical Manuals for each aircraft type supported. b. NAVSUP P-484, Supply Afloat Packaging Procedures. c. NAVSUP P 485, Afloat Supply Procedures. d. NAVSUP P-504, Preparation of Freight for Air Shipment. e. NAVSUP P-505, Preparing Hazardous Material for Military Air Shipment. f. NAVSUP P-568, Automated SNAP I Management Procedures. | 3 | |

- g. NAVSUPINST 4440.160, Fixed Allowances for DLRs.
- h. NAVSUPINST 4440.179A, Report of Discrepancy (ROD) Manual.
- i. ICRL, Individual Component Repair List.
- j. P-2300, List of Aviation Repairables.
- k. P-2330, List of Support Repair Parts.
- l. P-2310, Source, Maintenance and Recoverability Code Changes; Fedlog/PM/ or Haystack w/N.L.L. and ASO P2300/2310/2330/CD-ROM.
- m. SPAWARSYSCEN SUADPS-RT Support Procedures.
- n. NAVSO P-3013-2, Financial Management of Resources/Operating Forces.
- o. DODINST 4145.19-R-1, Storage and Materials.
- p. OPNAVINST 4790.2, Naval Aviation Maintenance Program (CD-ROM).
- q. COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B.
- r. COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J (SURFSUP).
- s. NALCOMIS Publications.
 - 1. Users Manual Pub #UM-004
 - 2. Data Requirements Pub #RD-001B
 - 3. Administration Manual Pub #AM-001
 - 4. Interface Design Specification Pub #D-001
 - 5. Database Alignment Pub #DA-003
 - 6. Contingency Pub #CG-001
 - 7. Security Manual
- t. FACTS Manual.
- u. QUICK-1 Manual.
- v. FEDLOG/NLL CD-ROM.

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E. STOCK LOCATOR UNIT (SLU)

- AVS021. A DTO re-screen program was properly executed in that:
- a. Outstanding DTO with On Hand Quantity (DI 071) was processed at least weekly for high priority requirements (AK0, AK7, ZA9, and ZC8).
 - b. DI 071 was processed monthly for other Aviation DTO requirements.

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| AVS022. | Flight Clothing and Special Clothing were stowed in secure dedicated storerooms. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B/502.1d) | 1 | |
| <u>F. PROGRAM MANAGEMENT UNIT (PMU)</u> | | | |
| AVS023. | Aviation expedited requisitions were properly maintained in that: a. Follow-ups were prepared and submitted within established time frames. (NAVSUP P-485/3531-3536) b. Supply Assist messages were prepared when required. (NAVSUP P-485, Vol. 1/3532) c. ACIs were submitted for requisitions no longer required. (P-485/3590-3598) d. AKIs are properly submitted when required. (NAVSUP P-485/3571) | 3 | |
| <u>G. DLR MANAGEMENT</u> | | | |
| AVS024. | Repairables were properly stowed in centralized storerooms segregated from regular stock material. (COMNAVSURFLANTINST 4406.1G/COMNAVSURFPACINST 4400.7A) | 3 | |
| AVS025. | A survey was prepared for missing or damaged DLRs and approved by the CO. (NAVSUP P-485, Vol. I/5134) | 3 | |
| AVS026 | A DLR suspense file and DLR log were established and properly maintained for the control of department turn-in of NRFI repairables. (NAVSUP P-485 Vol. I/5002 and COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J App. D) | 1 | |
| AVS027 | Limit Flags were set on all 7 COG items (excluding AT codes 2 and 3 for USID A and T). (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B) | 3 | |
| AVS028 | Classified materials were handled and stowed according to Department of the Navy Security Manual for classified information. (OPNAVINST 5510.1H) | 3 | |
| AVS029 | Appropriate approval signatures were obtained for inventory adjustments and surveys for all repairable materials. In addition, authorized personnel signed Financial Liability Investigations of Property Loss (DD-200) as Responsible Officer, Reviewing Authority, Financial Liability Officer, Appointing Authority and Approving Authority. (NAVSUP P-485 Vol. I/5125-5133) | 3 | |
| <u>H. DLR CARCASS TRACKING</u> | | | |
| AVS030 | The current Detailed List of Depot Level Repairables (DI 054) was properly annotated with | 3 | |

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| | research done and corrective actions taken. The Report 054 also had no overdue carcasses requiring turn-in or SUADPS processing. (NAVSUP P-485 Vol. I/8311) | | |
| AVS031 | BK1/BK3/BKR documents were answered with correctly prepared BK2s. | 3 | |
| AVS032 | There was an effective audit trail to track incoming/outgoing BKs using files, logs, SALTS printouts, or Stock Control Review Action/Info listings. (COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J) | 2 | |
| AVS033 | The following FACTS Program Reports were reviewed and corrected: (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B and FACTS Manual) a. New Turn-in/IRDD not printed report. b. Records Pending Shipment report. c. Records Pending EDI report. d. Records Pending SALTS report. | 4 | |
| AVS034 | FACTS is being used to generate 1348-1A turn-in documents and FACTS EDI files are being transmitted for every turn-in. (FACTS Manual) | 4 | |
| AVS035 | A monthly review of FACTS Program Shipping Update Summary Report is done to ensure timely processing of carcass disposition. (FACTS Manual) | 1 | |
| AVS036 | FACTS Program Archive Processing is being done on a monthly basis. (FACTS Manual) | 1 | |
| AVS037 | Monthly TYCOM/NAVICP DLR Carcass Tracking Reports are being reviewed and worked by the DLR Storekeeper. Carcass tracking reports are being filed and properly maintained for current and prior two fiscal years. (SURFSUP Appendix D) | 2 | |
| <u>I. MAINTENANCE ASSISTANCE MODULE (MAM)/TEST BENCH INSTALLATION (TBI) MATERIAL PROGRAM MANAGEMENT</u> | | | |
| AVS038 | MAM/TBI program is in accordance with existing instructions. (FASOINST 470 1L/6b.1 and NAVICPINST 4421.22D) | 6 | |
| AVS039 | The Supply Officer has reported the results (completion/statistics) of the inventories to the CO via formal report. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B) | 3 | |
| AVS040 | All losses of MAMs/TBI are accompanied by a survey (DD-200 attached to NAVSUP 306) signed by the CO. (NAVSUP P-485 Vol. I/5125-5133) | 3 | |

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| AVS041 | The Supply Officer held copies of the Department Head's letters appointing the responsible custodians of MAMs/TBI for each workcenter. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B) | 2 | |
| AVS042 | 1. Initial repairable TBI requisition reflects correct demand code (5D), fund code (QZ), project code (ZC5) and supplementary address (TBIXXX) and authorized by NAVICP. (FASOINST 4441.22C/paras 8/9 and NAVSUP P-485 Vol. I/6172/6730) 2. Initial repairable (7R cog) MAM requisition reflects correct demand code (N), advice code (5D), fund code (QZ), project code (ZC5) and supplementary address (MAMXXX). (FASOINST 4790.1/6 and NAVSUP P-485 Vol. I/6172/6730) | 2 | |
| AVS043 | 1. TBIs were expended to the end use and not carried in the Supply Officer's stock records and are part of the operating site's fixed allowance. (NAVICPISNT 4441.22D) 2. MAMs were expended to end use and not carried in the Supply Officer's stock records as part of spares inventory | 2 | |
| AVS044 | All authorized MAMs are on hand or on order. MAMs with zero on hand and not on order has valid justification in the file documenting failure to order. (FASOINST 4790.1L/7.a.5/7.b.1) | 2 | |
| AVS045 | There is a cover letter signed by the AIMD officer for MAMs/TBIs subcustodied to applicable work centers and the custody cards were signed by respective work center supervisors. (COMNAVAIRPAC/COMNAVAIRLANTINST 4440.1B and NAVICPINST 4441.22D) | 2 | |
| AVS046 | The current TBI inventory match the requirements listed for GFAE material as identified in the IMRL for AIMD and identified in part 4 of the Allowance Requirements Register (ARR). (COMNAVAIRPACINST 4441.19) | 2 | |
| J. <u>DOCUMENT CONTROL UNIT (DCU)</u> | | | |
| AVS047. | Sub-custody materials were properly annotated on custody cards and entered in NALCOMIS. | 2 | |
| AVS048. | Due In From Maintenance (DIFM) Reports (N675) were reviewed daily by the Aviation Support Division and action was taken to correct all inventory discrepancies. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B) | 3 | |
| AVS049 | Components were verified to make sure SRC cards were attached to the component in a protective MAF bag. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B) | 1 | |
| AVS050. | The Supply Officer assigned a NALCOMIS database | 1 | |

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| | administrator in writing. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B) | | |
| AVS051 | N812 completed MCN were reviewed daily and no completed MCN's were over 48 hours after repair completion date. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B) | 2 | |
| AVS052 | "REPAIR AND RETURN" procedures were followed in accordance with current TYCOM directives. (COMNAVAIRPACINST 4423.8B) | 1 | |
| <u>K. SUPPLY SCREENING UNIT (SSU)</u> | | | |
| AVS053. | DCU/SSU made sure that signed copies of DD 1348-1 transfer documents were kept on file for aviation and surface material shipped. (NAVSUP P-485/4145-4149) | 3 | |
| AVS054. | a. DCU/SSU made sure components awaiting disposition instructions for an Engineering Investigation (EI) were properly processed, shipping containers were marked, and a copy of the original EI request was included with all shipping documents. (OPNAVINST 4790.2F Vol. I/19.9.4.6.2) b. DCU/SSU maintained a file copy of all documents relating to EI material. (OPNAVINST 4790.2F Vol. I/19.9.4.6) c. DCU/SSU maintained a suspense file of all EI material awaiting disposition instructions. (OPNAVINST 4790.2F Vol. I/19.9.4.6) | 3 | |
| AVS055. | DCU/SSU made sure RFI Repairables were properly packaged before stocking. (OPNAVINST 4790.2E, Vol. III/8.4.4.2.1) | 1 | |
| AVS056. | Shipping-type or packing discrepancies attributable to the shipper (including contractors, manufacturers, and vendors) were reported on Report of Discrepancy (ROD) (SF 364) by the receiving activity. (NAVSUP P-485, Vol. I/4270) | 1 | |
| AVS057 | QUICK-1 Program is utilized to print bar-coded DD Form 1348-1A/IRRDs. (Quick-1 Manual) | 1 | |
| <u>L. LOCAL REPAIR CYCLE ASSET STORAGE UNIT (LSU)</u> | | | |
| AVS058. | LSU made sure repairable stock was stowed on padded shelf units, or was packaged in reusable containers and properly stowed for heavy weather. | 1 | |
| AVS059. | LSU made sure that all tires and wheels were properly assembled and stored. | 1 | |
| <u>M. AWAITING PARTS UNIT (AWPU)</u> | | | |

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| AVS060. | AWPU made sure all mandatory entries on the VIDS/MAF were annotated, including the dates on and off AWP. | 1 | |
| AVS061. | Documentation on file shows that AWP components and corresponding documents were reconciled at least weekly (MOV validation). (OPNAVINST 4790.2G Vol.I/19.9.3) | 1 | |
| AVS062. | Documentation on file shows that weekly validation of AWP requisitions resulted in 98 percent accuracy. (OPNAVINST 4790.2G, Vol. I/19.9.3) | 1 | |
| AVS063. | AWP shelf units/bins are properly padded to protect aeronautical repair parts. | 1 | |
| AVS064. | BCM-4 procedures were adequate (i.e., proper document number assigned, alternatives considered, and the BCM is approved jointly by the S6 Division Officer and the Production Control Officer (PCO), etc.). (OPNAVINST 4790.2G Vol. I/19.9.3h and COMNAVAIRPACINST 4423.8B/5) | 3 | |
| <u>N. AVIATION FINANCIAL MANAGEMENT, GENERAL</u> | | | |
| AVS065. | There were no outstanding above threshold unfilled orders for the first prior FY for which an invoice had not been received or requested. | 3 | |
| | Note: Call not applicable if SMI held first quarter of new FY. All invoices should be received during the first quarter | | |
| AVS066. | There were no unfilled orders remaining for the second prior FY. | 2 | |
| <u>AVIATION PACK-UP KIT SUSTAINABILITY (USID A ONLY)</u> | | | |
| APS001. | Advice codes for AVDLR transactions were properly assigned with respect to NRFI availability. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B) | 1 | |
| APS002. | AVDLR requisitions were accompanied by a NRFI turn-in, except for authorized RIP items (5S Advice Code). Accurate records are maintained on all NRFI turn-in shipments including certified mail receipts, DD 1348-1, DD 1149, or TCMD documents. A Carcass Tracking record will be recorded in the Aviation Inventory Management System (AIMS) Transaction Ledger. If ordered with 5A Advice Code, a survey document must be on file. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B) | 3 | |
| APS003. | AVDLRs are issued or requisitioned in quantities of one each (one-for-on exchange basis). (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B) | 1 | |
| APS004. | NRFI turn-in material has been turned into supply before issue or within 24 hours after RFI material | 2 | |

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| | (5S Advice Code) is received. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B) | | |
| APS005. | Personnel handling unserviceable AVDLRs were familiar with proper packaging procedures and reusable container policy. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B) | 2 | |
| APS006. | NRFI turn-ins were turned into the Point of Entry (POE) from which it was ordered. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B) | 3 | |
| APS007. | Documentation for NRFI AVDLRs was properly prepared (BCD: DD 1348-1). (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B) | 2 | |
| APS008. | High Limits recorded on AIMS match allowances provided by the outfitting site. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B) | 3 | |
| APS009. | A storekeeper is assigned as the PUK manager in writing. (COMNASURFLANT/COMNAVSURFPAC PUK MANAGEMENT HANDBOOK) | 2 | |
| APS010. | The following files were established and properly maintained: (COMNAVSURFLANT/COMNAVSURFPAC PUK DESK-TOP PROCEDURES/MANAGEMENT HANDBOOK) a. OUTSTANDING FILE - All outstanding DTO documents in document number sequence. b. COMPLETED FILE - All documents issued to the AIRDET shows signature, date and time of receipt. c. PUK DEFICIENCY RESPONSE FROM OUTFITTING SITE - All PUK Deficiency responses from outfitting site in DTG sequence. d. INVENTORY FILE - Copies of all quarterly and sample inventories in date sequence. e. SURVEY FILE - Copies of all surveys in document number sequence. f. ROD FILE - All RODs submitted and responses in stock number sequence. g. EXCHANGE DUE FILE - Yellow copy of the DD 1348 6pt for all NRFIs due from the AIRDET in document number sequence. h. SHIPPING FILE - All shipping documents and shipping messages in document number sequence. | 3 | |
| APS011. | A survey was prepared for missing or damaged AVDLRs and approved by the Commanding Officer. (NAVSUP P-485 Vol. I/5125-5133) | 3 | |

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| APS012. | <p>The following instructions for the proper support of aircraft were on hand and kept current:</p> <ul style="list-style-type: none"> a. COMNAVAIRLANT/COMNAVSURFLANT/COMNAVAIRPAC/COMNAVSURFPAC 4420.3A. b. COMNAVSURFLANT/PAC AVIATION PACK-UP KIT (PUK) DESK-TOP PROCEDURES. c. COMNAVSURFLANT/PAC SUPPLY OFFICER'S PUK MANAGEMENT HANDBOOK. d. COMNAVAIRLANTINST 4295.1H Supply Message Traffic and Requests Supply Assistance; policy regarding. e. COMNAVAIRLANTINST 4400.21C Receipt, storage and shipment of repairables in reusable containers. f. NAVAIRINST 13700.15 - Aircraft Engine Management System. g. COMNAVSURFLANTINST 13650.1D - Management and Control of Individual Material Readiness List (IMRL) for ships supporting aircraft (less LHA/LHD, LAMPS and VERTREP) h. COMNAVAIRLANTINST 5442.5D - Aircraft Material Readiness Report (AMRR) i. COMNAVAIRLANTINST 8010.12 - Sonobuoy Management, requisition and reporting procedures. j. CINCLANTFLTINST 8010.12A - Sonobuoy Management, requisitions and reporting. k. COMNAVAIRLANTINST/COMNAVAIRPACINST 7310.1V - Financial regulations concerning flight operations funds. l. COMNAVAIRLANTINST/COMNAVAIRPACINST 7310.5M - AOM funding. | 3 | |
| APS013. | Aviation Inventory Management System (AIMS) is being used for management of the PUK. | 3 | |
| APS014. | <p>The following AIMS reports will indicate TYCOM pulse points:</p> <ul style="list-style-type: none"> a. The Depth and Range Report will match the most current transmitted message report excluding transactions since the date of the report. b. The Def to RO report will be negative. c. The Excess report will be negative or all items listed will reflect ATC 6. d. The Stock Due Report will match the last transmitted PUK Deficiency report excluding transactions since the date of the report. e. The DTO Due report will be negative unless the AIRDET is on board. If the AIRDET is on board the DTO Due report will reflect all outstanding DTO | 3 | |

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| | requirements held by the AIRDET. | | | |
| APS015. | Review of the Stock Due report revealed the following: a. Number of requisitions reviewed:_____ b. Number of requisitions with overaged shipping status:_____ c. Number of requisitions needing follow-up action:_____ d. Number of dead requisitions (no status, "BF", "CJ", etc.):_____ e. Number of requisitions with "BM" status over 5 days old:_____ f. Percentage of good requisitions:_____ NOTE: Required criteria: "Percentage of good requisitions" must be 98 percent or above. | 3 | | |
| APS016. | A sample inventory of the PUK revealed the following accuracy rate: | 3 | | |
| CATEGORY | #INVENTORIED | # OF ERRORS | ACCURACY RATE | GOAL |
| AVDLR | | | | 100% |
| CONSUMABLE | | | | 95% |
| TOTAL | | | | |
| APS017. | Aviation PUK Deficiency Reports are being submitted promptly on the 15th of each month. Report will be in proper format, range and depth will include repairables, consumables and totals and initial shortages will match last message received from the outfitting site. (COMNAVSURFLANT/COMNAVSURFPAC PUK DESK-TOP PROCEDURES/HANDBOOK) | 2 | | |
| APS018. | The Supply Officer has established an aggressive follow-up program on all DTO and PUK deficiencies to the last known holder of the requisition. Follow-ups are recorded in AIMS and all status received is loaded. (Check stock/DTO due report). (COMNAVSURFLANT/COMNAVSURFPAC SUPPLY OFFICER'S PUK MANAGEMENT HANDBOOK) | 2 | | |
| APS019. | Aviation flammable material is being properly stowed in NAVSUP approved flammable storage lockers. (COMNAVSURFLANT/COMNAVSURFPAC PUK DESK-TOP PROCEDURES/HANDBOOK) | 1 | | |
| APS020. | Supply Officer has established a valid shelf life program according to Desk-Top Procedures. (COMNAVSURFLANT/COMNAVSURFPAC PUK DESK-TOP PROCEDURES) | 1 | | |

MAXIMUM POINTS: _____
LESS N/A POINTS: _____
ADJUSTED MAX POINTS: _____
INDIVIDUAL POINTS EARNED: _____
PULSE POINTS EARNED: _____
TOTAL POINTS EARNED: _____

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SNAP II ACCOUNTABILITY

Pulse Point Grading Scales

| <u>Overall Scale</u> | <u>Point Scale 1</u> | <u>Point Scale 2</u> |
|----------------------|----------------------|----------------------|
| 100 - 98 | 55 | 45 |
| 97.9 - 95 | 40 | 42 |
| 94.9 - 90 | 20 | 30 |
| 89.9 - 80 | 10 | 15 |
| 79.9 - Below | 0 | 0 |

Pulse Points:

SNA001. INVENTORY: A sample velocity inventory of Depot Level Repairables (DLRs), Aviation Pack-Up Kit (PUK) DLRs, and Maintenance Assistance Modules (MAMs) reflected the following accuracy rates:

| CATEGORY | # INVENTORIED | # CORRECT | ACCURACY |
|----------|---------------|-----------|----------|
| DLR | 100 | | |
| AV-DLR | 50 | | |
| MAM | 50 | | |
| TOTAL | 200 | | |

(NOTE: Apply TOTAL accuracy rate percentage to the Pulse Point Overall Scale to determine, from Point Scale 1, the appropriate number of points earned toward the overall SNAP/Manual Accountability grade).
(SURFSUP and NAVSUP P-485 6061-6)

Pulse Point Score: _____.

SNA002. INVENTORY: A sample velocity inventory of general stock reflected the following accuracy rates:

| CATEGORY | # INVENTORIED | # CORRECT | ACCURACY |
|----------------|---------------|-----------|----------|
| SIM | 75 | | |
| NON-SIM | 150 | | |
| AV-CONSUMABLES | 50 | | |
| TOTAL | 275 | | |

(NOTE: Apply TOTAL accuracy rate percentage to the Pulse Point Overall Scale to determine, from Point Scale 2, the appropriate number of points earned toward the overall SNAP/Manual Accountability grade.)
(SURFSUP and NAVSUP P-485 6061-6)

Pulse Point Score: _____.

INVENTORY MANAGEMENT

A. INVENTORY SCHEDULES

- | | | |
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| SNA003. | An annual physical inventory schedule had been published. The inventory schedule was prepared by the Supply Officer before the beginning of each Fiscal Year (FY) and conformed to the material categories and applicable inventory criteria. (NAVSUP P-485, Vol. 1/6064) | 1 |
| SNA004. | The annual inventory schedule was annotated with total items inventoried and the inventory accuracy rate. (NAVSUP P-485, Vol. 1/6064) NOTE: The annual inventory schedule must include all categories of materials carried on board and the inclusive dates to be accomplished. | 2 |
| SNA005. | Inventories were conducted according to the dates indicated on the published annual inventory schedule. (NAVSUP P-485, Vol. 1/6064) NOTE: Inventories will be conducted according to the dates established in the annual inventory schedule. Storage and stock control supervisors will coordinate the accomplishment of inventories. | 2 |

B. PRESENTATION SILVER MANAGEMENT

- | | | |
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| SNA006. | Presentation Silver/Other Valuable Gift inventories were properly conducted in that: (NAVSUP P-485/8131) a. Appraisal report is available on file. b. Required reports to NAVSUP or the Curator of the Navy (Other Valuable Gifts) were properly submitted. c. Two prints of each presentation silver photograph were kept on file as an additional means of inventory control (size 8"X10", black and white should be with a ruler to indicate actual size). (NAVSUP P-485/8112). | 3 |
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FINANCIAL MANAGEMENT

A. Budget OPTAR Report (BOR)

- | | | |
|---------|---|---|
| SNA007. | BORs were properly prepared and submitted on the first workday of the following month. The BOR for prior FY OPTAR were prepared and submitted as required. (NAVSUP P-485/9202, SURFSUP/7501 and App I). | 3 |
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| SNA008. | The OPTAR GRANT FYTD reflected on the BOR did agree with the total allocations received from the TYCOM and was substantiated by letter and/or message (with exception of ATUs). ATUs will be substantiated in TYCOM info, on the BOR. (NAVSUP P-485/9202 and SURFSUP Chap 7) | 3 | | |
| SNA009. | Automatic Take-Up (ATU) allocations for allowable charges (e.g., Charter and Hire obligations, XBT charges, utilities, and 'A' Summary charges.) were properly calculated with substantiated documentation and reported. (TYCOM Financial Guidance, SURFSUP 7207, 7208 and 7209) | 3 | | |
| SNA010. | The grand total of all SFOEDL listings processed did match the Cumulative Differences figure listed on the most current monthly NAVCOMPT 2157 (BOR) Report. (NAVSUP P 485/9301) | 4 | | |
| SNA011. | No difference was noted between the total OPTAR Document Transmittal Reports (NAVCOMPT Form 2156/Report 025) and the "Cumulative Chargeable" column of the BOR (Report 021). (NAVSUP P485/9202) | 3 | | |
| SNA012. | Over obligation of the current FY OPTAR is justified and reported to TYCOM via message. (SURFSUP/7107) | 2 | | |
| SNA013. | Executive Summary/TYCOM information was correctly submitted on the BOR. (SURFSUP App I) | 2 | | |
| SNA014. | OPTAR Funds for prior FYs were totally obligated at the end of the FY, excess funds were offered to TYCOM for recoupment, or over obligation for the current FY were reported via messages. OPTAR funds for prior FYs were not over obligated without justification. (SURFSUP/7105) | 3 | | |
| SNA015. | The following financial listings were printed (deleted monthly), sign as appropriate and/or kept as indicated. (NAVSUP P-485 App 25). (Three Fiscal Years/COMNAVSURFPAC ships only). a. Report021 - Mechanized BOR (Live). Kept for six FYs (current and five prior FYs). b. Report049 - NAVCOMPT Form 2157 Message Report S&E budget OPTAR. Keep for six FYs. c. Report085 - Budget Status (FYTD). d. Report 086-Closeout (end of fiscal year) is kept for five FYs. Frequency-Annually. | 4 | | |
| B. TRANSMITTALS | | | | |
| SNA016. | OPTAR Document Transmittal Reports (Report 025/26/NAVCOMPT Form 2156) for current FY were generated and submitted IAW TYCOM directives. (COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J, Chap 7) | 3 | | |

C. DFAS LISTINGS PROCESSING

| | | |
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| SNA017. | The Summary Filled Order/Expenditure Difference Listing (SFOEDL) was properly researched, posted to the OPTAR, and annotated with challenge codes or research results. (NAVSUP P485/9301 and SURFSUP Chap 7) | 4 |
| SNA018 | (For NAVSURFPAC ships only) SMARTS is being used for SFOEDL processing. (SPAWARSYSCEN Manual) | 2 |
| SNA019. | Carcass charges were properly researched and challenged. (NAVSUP P485/9301) | 3 |
| SNA020. | A follow-up system was in effect and was properly used to monitor challenged SFOEDL difference charges. Unresolved challenges over 90 days were followed up. (NAVSUP P485/9301) | 3 |
| SNA021. | The processing, review, and validation of the SFOEDL was completed within 10 days following receipt. (NAVSUP P485/9301) | 2 |
| SNA022. | The Unfilled Order Listing (UOL) was properly reviewed, processed, and annotated for action taken on each line item. (NAVSUP P485/9302 and SURFSUP/7503) | 3 |
| SNA023. | Above threshold administrative cancellations from the UOL were properly processed. (NAVSUP P485/9302) | 2 |
| SNA024. | The review and validation of the UOL was completed within 20 days after receipt. (NAVSUP P485/9302) | 2 |
| SNA025. | The UOL/SFOEDL was dated and signed by the Supply Officer. An annotated copy was kept for six FYs. (NAVSUP P485/9302) | 1 |
| SNA026 | (For NAVSURFPAC ships only) Challenges from SFOEDL processing were forwarded to COMNAVSURFPAC comptroller and a copy retained onboard for audit purposes. (CNSP msg 270037Z SEP 97) | 2 |

D. ANNUAL FINANCIAL PLAN

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| SNA027. | An annual <u>detailed</u> financial management plan was developed. The Ombudsman reimbursement program was incorporated in the Command AFMP. (SURFSUP/7100 and 7806) | 3 |
| SNA028. | A Phased Replacement Program was established, and incorporated into the Annual Financial Management Plan. (SURFSUP/7101) | 3 |

MATERIAL PROCUREMENT MANAGEMENT

A. MISCELLANEOUS PROCUREMENT

| | | | |
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| SNA029. | An offline/fallback log was maintained. Note: The following files will be maintained during SNAP System downtime: issue file, requisition file, receipt file, expenditure file, and status file. (NAVSUP P485/1527) | 1 | |
| SNA030. | Open Purchase/Delivery Order Log was established and maintained. (SURFSUP/2305, NAVSUPINST 4200.85C) | 3 | |
| SNA031. | Report 073 - Outstanding Requisition Listing With Status (in JCN and requisition number sequence) was printed and reviewed on weekly basis, and retained as indicated. (NAVSUP P485/3740) | 3 | |
| SNA032. | The following supply management listings were printed/deleted monthly and kept as indicated. (NAVSUP P-485/APP 25) a. Report 071 - Requisition History File Listing (two prior FYs). b. Report 131 - Global level exception listing. Current listing was kept. Frequency - Monthly. | 2 | |
| SNA033. | Ship's instruction has been established to prevent unauthorized use of ship's commercial telephones. (SECNAVINST 2305.11A and SURFSUP/7206) | 2 | |
| SNA034. | The ship's commercial telephone bill for landlines and cellular phones was researched and/or investigated on receipt to challenge unauthorized and/or unofficial toll services. (SURFSUP/7206) | 4 | |
| B. <u>NON-STANDARD REQUIREMENTS</u> | | | |
| SNA035. | Requests for non-standard material and services were handled properly in that: (SURFSUP/2305 and NAVSUPINST 4200.85C) a. Request documents (NAVSUP Form 1250-2, DD Forms 1149, or 1155) or equivalent form were properly prepared and approved by authorized personnel. b. Full technical data was provided for material and complete specification was provided for services. | 3 | |
| SNA036. | Contracting functions were properly administered in that: (SURFSUP/2300 and NAVSUPINST 4200.85C) a. The Contracting Officer and any other personnel placing orders against existing contracts were appointed in writing with contracting/ordering authority specifically detailed. b. The Contracting Officer or any personnel placing orders were graduates of an approved small purchase course or Navy Supply Corps School equivalent. c. Purchase statistics reports/messages to TYCOM (NAVSUP 4200-26) were submitted properly. | 3 | |

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| SNA037. | <p>Contracts were properly negotiated and prepared in that: (SURFSUP/2305 and NAVSUPINST 4200.85C)</p> <p>a. Contracting documents (DD Form 1155, SF 30) for authorized material or services were completed properly.</p> <p>b. Only designated contracting officers signed as the "Contracting Officer" on purchases. The CO approved any material or service purchase over \$5,000.00. Contracting/ordering authority was not exceeded in any purchase.</p> | 3 | |
| SNA038. | <p>Contract regulations were properly negotiated and prepared in that: (NAVSUPINST 4200.85C/NAVSUP P-485 Vol.1/3057)</p> <p>a. Non-standard habitability items were not purchased, but procured via the nearest supporting shore activity.</p> <p>b. Sole-source purchases were documented with complete and reasonable justification.</p> <p>c. Services/material procured from NEXCOM activities were for urgent requirements unavailable from other sources. Gift and memento items were not purchased with OPTAR funds.</p> <p>d. Purchases of items requiring approval of higher authority had proper exception certification on file.</p> <p>e. Demand reporting of locally purchased NSN/NON-NSN maintenance related repair parts were reported to ICP.</p> | 3 | |
| SNA039. | <p>Mandatory controls were established by the Contracting Officer to make sure that no two of the following functions were performed by the same person. (NAVSUPINST 4200.85C)</p> <p>a. Initiate requisitions.</p> <p>b. Award purchase actions.</p> <p>c. Receive, inspect and accept supplies or services.</p> | 2 | |
| SNA040. | <p>Non-Standard Requisition/Open Purchase Files were properly maintained in that: (SURFSUP/2305) (NAVSUPINST 4200.85C)</p> <p>a. Adequate files to track outstanding, completed and suspense were properly maintained.</p> <p>b. Purchase files contained adequate documentation for each individual purchase (request form, contract, receipts, invoices, certifications, etc).</p> | 3 | |

| | | | |
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| SNA041. | Receipt and invoice handling was proper in that: (SURFSUP/2305) (NAVSUPINST 4200.85C) a. Copies of shipping documents/purchase documents had signatures acknowledging receipt and acceptance. b. Original invoices for services or non-FAST PAY material contained all information required for certification, were properly certified and promptly submitted to the appropriate bill paying office. Original invoices received for FAST PAY material were returned to the vendor for direct submission to DFAS. c. Receipt data was properly entered in SNAP. | 6 | |
| SNA042. | Follow-up action on outstanding purchases was accomplished in a timely manner. (NAVSUPINST 4200.85C) | 3 | |
| SNA043. | FAST PAY procedures were properly followed in that: (SURFSUP/2304) (NAVSUPINST 4200.85C) a. FAST PAY listings from DFAS were verified against pending purchase files and challenges/ corrections were made as necessary. b. "FAST PAY" procedures were monitored properly. The requisitioner must promptly notify the purchasing activity/vendor of supplies or services that were not received, were non-conforming or were damaged in transit. Such notification should be made promptly, but no later than 30 days after the delivery date specified in the order. | 2 | |
| SNA044. | Non standard requisitions recorded CAGE and part number, or nomenclature in the description field of the 1250-1 or 1250-2, not "Open Purchase." (NAVSUP P485/3027) | 2 | |
| SNA045. | Contract status was posted to the SNAP Database for non-standard procurement, using document identifier "AB1" or "NAR." (NAVSUP P-485 para 3741) | 2 | |
| <u>C. GOVERNMENT COMMERCIAL PURCHASE CARD</u> | | | |
| SNA046. | Shipboard instruction and procedures have been established and followed to prevent unauthorized use of ship's Navy Purchase Card Program. (COMNAVSURFLANT/COMNAVSURFPACINST 4200.2 and NAVSUPINST 4200.85C) | 3 | |
| SNA047 | Purchasing functions for the Navy Purchase Card Program were properly administered in that: (NAVSUP 4200.85C) a. The following key players have been appointed in writing: 1. Agency Program Coordinator. | 3 | |

| | | | |
|---------|--|---|--|
| | 2. Approving Official. | | |
| | 3. Card Holders. | | |
| | 4. Receiving Official. | | |
| SNA048 | Purchasing functions for the Navy Purchase Card program were properly administered in that: a. Personnel involved in the purchase card process (Card Holders, Approving Officials, Agency Program Coordinators) completed the required training. (NAVSUPINST 4200.85C) | 3 | |
| SNA049 | Internal control functions for the Navy Purchase Card program were properly administered in that: a. Agency Program Coordinators and Approving Officials completed mandatory semi-annual reviews and certifications. b. The annual audit was conducted by appropriate personnel and report the result to the APC. | 3 | |
| SNA050 | Mandatory controls were established by the APC to make sure that no two of the following functions were performed by the same person. Make sure that the Approving Official does not perform the following functions: a. Initiate requisitions. b. Award purchase actions. c. Receive, inspect, and accept supplies and services. | 2 | |
| SNA051. | Funding for the purchase card program was obligated correctly on the Budget OPTAR Report and Transmittal. (COMNAVSURFLANT/COMNAVSURFPACINST 4200.2 and NAVSUPINST 4200.85C) | 2 | |
| SNA052 | Records for the Navy Purchase Card were properly maintained in that: (COMNAVSURFLANT/COMNAVSURFPACINST 4200.2 and NAVSUPINST 4200.85C) a. All records were kept for audit trail purposes for 3 fiscal years and maintained with a log or other means to track progressive payments/receipts. b. Tracking Log was used to track/send follow-up on backordered items. c. Invoice payment certification was properly done and submitted in a timely manner. | 6 | |
| SNA053 | The procurement action form (NAVSUP 1250-2) was properly prepared to document each purchase action. (COMNAVSURFLANT/COMNAVSURFPACINST 4200.2 and NAVSUPINST 4200.85C) | 2 | |

| | | | |
|---------------------------------------|---|---|--|
| SNA054 | Delivery and receipt procedures were properly followed. (COMNAVSURFLANT/COMNAVSURFPACINST 4200.2 and NAVSUPINST 4200.85C) | 6 | |
| SNA055 | The card holder has completed all reconciliation procedures and maintained a Purchase Card Log. (COMNAVSURFLANT/COMNAVSURFPACINST 4200.2 and NAVSUPINST 4200.85C) | 3 | |
| SNA056 | Mandatory controls were established by the contracting officer to: (COMNAVSURFLANT/COMNAVSURFPACINST 4200.2 and NAVSUPINST 4200.85C) a. Make sure no restricted items were procured using the purchase card. b. Purchases were not "split" to circumvent micro purchases and competition requirements. Purchases below \$2500 were equitably distributed among suppliers. c. Requirements were screened for their availability from the statutory sources of supply (i.e. JWOD/UNICOR, NIB/NISH) and from list of prohibited items and items requiring special approval as listed in enclosure (1) of NAVSUPINST 4200.94. | 6 | |
| <u>D. CONTINUING SERVICES (C9999)</u> | | | |
| SNA057. | Requisitions for C9999 were prepared properly. (NAVSUP P-485 Vol. I/3463) | 3 | |
| SNA058. | Continuing Service Folders were maintained with a log or other means to track progressive payments/receipts. (SURFSUP 2305) | 3 | |
| <u>EXPENDITURE MANAGEMENT</u> | | | |
| <u>A. SURVEYS</u> | | | |
| SNA059. | Originals or copies of expenditure/survey documents were kept in the Expenditure Invoice File. (NAVSUP P-485/5003) | 2 | |
| SNA060. | A Financial Liability Officer was assigned by the commanding officer to conduct a formal investigation when: (NAVSUP P-485/5127) a. Recommended by the Accountable Officer. b. Directed by higher authority. c. Deemed appropriate by the Appointing Official (repetitive losses, personal responsibility, negligence or abuse, large dollar value, etc.). | 1 | |
| SNA061. | Financial Liability Investigations of Property Loss | 2 | |

| | | | |
|-----------------------------------|--|---|--|
| | (DD Form 200) were used to document unresolved material discrepancies. (NAVSUP P-485/5126) | | |
| SNA062. | Financial Liability Investigations of Property Loss (DD Form 200) were properly prepared. (NAVSUP P-485/5128) | 3 | |
| SNA063. | Correct individuals signed DD Form 200 as Responsible Officer, Accountable Officer, Reviewing Authority, Financial Liability Officer, Appointing Authority, and Approving Authority. (NAVSUP P-485/5125) | 3 | |
| SNA064. | All accountable documentation applicable to each Financial Liability Investigations of Property Loss (DD Form 200) was kept on file for three FYs. (NAVSUP P-485/5003) | 3 | |
| B. <u>QDR/ROD</u> | | | |
| SNA065. | Quality Deficiency Reports (QDR) (NAVSUP Report 4440-80-1) were properly submitted and a control log was maintained. (NAVSUP P-485/4274, 5134) | 2 | |
| SNA066. | Shipping-type or packing discrepancies attributable to the responsibility of the shipper (including contractors, manufacturers or vendors) were reported on Report of Discrepancy (ROD) (SF 364) by the receiving activity and a control log was maintained. (NAVSUP P-485/4270)(SECNAVINST 5500.4G) | 2 | |
| SNA067. | Defective Material Summaries (DMS) were properly screened, processed and kept on file for two fiscal years. DMSs were annotated with action taken. (SURFSUP/4003) | 3 | |
| C. <u>TRANSFERS</u> | | | |
| SNA068. | Material was transferred from the ship with proper authorization. (NAVSUP P-485/5020) | 2 | |
| SNA069. | Preparation of the DD Form 1348-1 for other than mandatory turn-in repairable material was correct. (NAVSUP P-485/5067) | 3 | |
| D. <u>FILE MAINTENANCE</u> | | | |
| SNA070. | An expenditure record log (SNAP II report 163) was maintained properly. The expenditure invoice file was maintained in expenditure number sequence, and originals or copies of expenditure/survey documents were kept in the expenditure invoice file. (NAVSUP P-485, Vol. 1/5002) | 3 | |
| SNA071. | Copies of the Inventory of Personal Effects (NAVSUP Form 29) and the respective DD Form 1149 were kept in the expenditure invoice file. (NAVSUP P-485/1300) | 1 | |

SNA072. The Disbursing Officer issued a treasury check when money in excess of \$1.00 was found in personal effects and was forwarded via registered mail to next of kin. (NAVSUP P-485/1300)

2

REPAIRABLE MANAGEMENT

Pulse Points Grading Scales:

| <u>Overall Scale</u> | <u>Point Scale (PER FY)</u> |
|-------------------------------------|-----------------------------|
| <1 PERCENT | 20 |
| >1 PERCENT, < OR EQUAL TO 3 PERCENT | 18 |
| >3 PERCENT, < OR EQUAL TO 5 PERCENT | 15 |
| >5 PERCENT, < OR EQUAL TO 7 PERCENT | 10 |
| >7 PERCENT | 0 |

(NOTE: Total CARCASS CHARGES will be divided by total DLR OBLIGATIONS (SB/MB/S3/M3 FUND CODES) for current and prior fiscal year to calculate Accountability Thresholds. The Total Carcass Charge value will be calculated from BK3's and surveys identified on the CNSL CARCASS TRACKING TRANSACTION REPORT (NAVSURFLANT)/NAVICP Monthly Carcass Management Report (NAVSURFPAC) transmitted monthly via SALTS. BK3 notifications less than 30 days old (based on BK3 transaction date) will be excluded from threshold computations.

Pulse Point:

SNA073: DLR Management: Audit of CNSL CARCASS TRACKING TRANSACTION REPORT (NAVSURFLANT)/NAVICP Monthly Carcass Management Report (NAVSURFPAC) reflected the following charges:

| | | | | | | |
|--------|----------|---------|-------|------------|---------|--------|
| FISCAL | BK3 DOCS | SURVEYS | TOTAL | DLR OBS | %OF OBS | PULSE |
| YEAR | VALUE | VALUE | VALUE | VALUE FYTD | VALUE | POINTS |

Note: Apply "% of OBS VALUE" to the Pulse Point Overall Scale to determine from the Point Scale, the appropriate number of points earned toward the overall SNAP II Accountability Grade.

A. DLR REQUISITIONING

SNA074. DLR requisitions include: (NAVSUP P-485 para 8300-50928335/6137) (SURFSUP App D)

5

| | | | |
|-------------------------------|--|---|--|
| a. | Skeletonized DD1348-1A for valid RIP items. | | |
| b. | RIP certificate signed by Department Head. | | |
| c. | RIP justification message for NON-RIP worthy (per MRIL) items. | | |
| d. | DD-200 Survey documents when required | | |
| | Note: TYCOM authorization for use of 5D advice codes (with exception of NAVSEA funded initial outfitting requisitions) | | |
| e. | Advice codes for DLR requisitions were properly assigned with respect to carcass availability. (NAVSUP P-485/8303, NAVSUP P-545, App N and SURFSUP App D) | 3 | |
| f. | Net or Unit Prices for DLR requisitions were properly assigned with respect to carcass availability/advice code. (NAVSUP P-485/8304 and SURFSUP App D) | 3 | |
| B. <u>DLR TURN-Ins</u> | | | |
| SNA075. | The established time frames for turn-in documentation, packaging and shipment/transfer were met. (NAVSUP P-485/8325) | 4 | |
| SNA076. | Unserviceable DLRs had been turned in to the Supply Department when RFI DLRs were received/consumed on board. (NAVSUP P-485/8310) | 3 | |
| SNA077. | A Depot Level Repairable (DLR) Suspense File and DLR log were established and properly maintained in SNAP for the control of departmental turn-in of NRFI repairables. (NAVSUP P-485/8310/6188) | 2 | |
| SNA078. | Monthly TYCOM/NAVICP DLR Carcass Tracking Reports and the expenditure invoice file are being aggressively reviewed and worked by the OPTAR/DLR storekeeper and reconciled., C/T reports were being filed and properly maintained. (SURFSUP App. D) | 2 | |
| SNA079. | The Supply Department's Eight O'Clock Reports were being used and were updated to report delinquent carcasses. (SURFSUP para 1500) | 2 | |
| SNA080. | Unserviceable DLR items were turned-in/shipped directly to the nearest ATAC HUB or NODE. (NAVSUP P-485/8322-8323) | 2 | |
| SNA081. | There were adequate supplies of packaging and marking materials for turn-in/shipment of unserviceable DLR items. (NAVSUP P-485/8324) | 1 | |
| SNA082. | One legible copy of the Maintenance Data Form (OPNAV Form 4790.2K) prepared as a work request, accompanied the defective component when turned-in. (NAVSUP P-485/8324) | 1 | |

| | | |
|---------|---|---|
| SNA083. | Documentation on DD Forms 1348-1A for NRFI DLRs were properly prepared utilizing FACTS in that:: (NAVSUP P-485/8323) | 5 |
| a. | Document Identifier = BC1. | |
| b. | Applicable cognizance symbol was indicated. | |
| c. | Correct MPD authorized for the item being shipped was indicated. | |
| d. | CC 71, 72 and 73 indicated correct condition codes, exchange/credit indicators and MCC codes respectively. | |
| e. | Job control numbers were indicated. | |
| f. | The term "REPAIRABLES" was indicated in data block DD. | |
| g. | Data Block B contained the nearest ATAC HUB. | |
| h. | Data Block 12 contained date shipped. (FACTS in remarks block) | |
| i. | Other blocks, as applicable, were correctly used. | |
| j. | FACTS EDI transmissions were properly submitted. | |

C. DLR CARCASS TRACKING

| | | |
|---------|---|---|
| SNA084. | There were no BK1/BKR documents on file without any action taken. (SURFSUP App. D and/ NAVSUP P-485/8332/8333) | 3 |
| SNA085. | BK responses were properly made to challenge erroneous carcass charges. (SURFSUP App. D/NAVSUP P-485/8332-8334) | 5 |
| SNA086. | A separate file and log of all incoming/outgoing BK related messages in DTG/SALTS transmission date order was being properly maintained. (SURFSUP App. D) | 3 |
| SNA087. | The monthly DLR stock status listing (RPT 042) was properly maintained in that there were no excess DLR items and no stock records reflected zero balances or were below established allowance. (NAVSUP P485/8317 and SURFSUP App. D) | 3 |
| SNA088. | A formal survey was prepared for missing or damaged DLRs and signed by the CO. (SURFSUP App. D, NAVSUP P-485/5125) | 3 |

D. MAINTENANCE ASSISTANCE MODULES (MAMs)

Reference: (COMNAVSURFLANT/COMNAVSURFPAC Instruction 4440.3B/4440.4A)

| | | |
|---------|--|---|
| SNA089. | An effective Maintenance Assistance Module (MAM) Program had been implemented and established according to TYCOM instructions. | 3 |
|---------|--|---|

| | | | |
|---------|--|---|--|
| | (COMNAVSURFLANT/COMNAVSURFPACINST 4440.3B/4A) | | |
| SNA090. | A current ship's instruction for the management of MAMs was on file. (COMNAVSURFLANT/COMNAVSURFPACINST 4440.3B/4A) | 2 | |
| SNA091. | Inventories were being jointly accomplished by the responsible custodian and a representative of the Supply Department. (COMNAVSURFLANT/COMNAVSURFPACINST 4440.3B/4A) | 2 | |
| SNA092. | Both members of the inventory team have signed and submitted the inventories to the responsible department head for approval. (COMNAVSURFLANT/COMNAVSURFPACINST 4440.3B/4A) | 3 | |
| SNA093. | Copies of the inventories are kept on file for future audit trails. Files will be maintained from SMI to SMI. (COMNAVSURFLANT/COMNAVSURFPACINST 4440.3B/4A) | 3 | |
| SNA094. | The Supply Officer has reported the results (completion and statistics) of the inventories to the CO. (SURFSUP App A and COMNAVSURFLANT/COMNAVSURFPACINST 4440.3B/4A) | 2 | |
| SNA095. | All gains and losses by inventory were reconciled to the Stock Record File. (COMNAVSURFLANT/COMNAVSURFPACINST 4440.3B/4A) | 2 | |
| SNA096. | All losses of DLR MAMs were accompanied by a Financial Liability Investigation of Property Loss (FLIPL)(DD 200) signed by the CO. (COMNAVSURFLANT/COMNAVSURFPACINST 4440.3B/4A) | 2 | |
| SNA097. | New MAM items provided by installing activities were inventoried and MAM stock record files were built in SNAP. AIT worksheets were properly maintained. (COMNAVSURFLANT/COMNAVSURFPACINST 4440.3B/4A) | 2 | |
| SNA98. | MAM stock status listing (RPT 042) did not reflect any balance below the established allowance without replenishment action noted. (COMNAVSURFLANT/COMNAVSURFPACINST 4440.3B/4A) | 2 | |
| SNA99. | The Supply Officer held a CO's letter identifying MAMs items and the responsible Department Head cognizant for the material. The Stock Status Listing (RPT 042) is attached to the authorization letter. (COMNAVSURFLANT/COMNAVSURFPACINST 4440.3B/4A) | 3 | |
| SNA100. | The Supply Officer held copies of the Department Heads' letters appointing the responsible custodians of MAMs for each workcenter. (COMNAVSURFLANT/COMNAVSURFPACINST 4440.3B/4A) | 2 | |
| SNA101. | MAMs items were inventoried upon relief of the responsible custodian (jointly by the custodians and supply rep) and the results were reported to the cognizant Department Head, Supply Officer and the CO. (COMNAVSURFLANT/COMNAVSURFPACINST 4440.3B/4A) | 3 | |

| | | | |
|--|---|---|--|
| SNA102 | MAMs items were inventoried upon relief of the responsible Department Head (jointly by the custodian and supply rep) and the results were reported to the cognizant Department Head, Supply Officer and the CO. (COMNAVSURFLANT/COMNAVSURFPACINST 4440.3B/4A) | 3 | |
| A. <u>ADP ADMINISTRATION</u> (For NAVSURFPAC ships only) | | | |
| ADA001. | The Divisional Organization Chart indicated the authorized billets, personnel assigned and was posted in the ADP shop. (COMNAVSURFPACINST 5233.1B) | 2 | |
| ADA002. | Personnel were aware of responsibilities associated with the billet to which they are assigned. (COMNAVSURFPACINST 5233.1B) | 1 | |
| ADA003. | The SNAP II System Coordinator completed the required training courses for system administration at SPAWARSYSCEN and FTC before assuming assigned duties. (COMNAVSURFPACINST 5233.1B) | 1 | |
| ADA004. | The LAN Administrator completed the required training courses for LAN administration at SPAWARSYSCEN and FTC before assuming assigned duties. (COMNAVSURFPACINST 5233.1B) | 3 | |
| ADA005. | Training responsibilities were assigned to a specific individual. (OPNAVINST 3120.32C) | 3 | |
| ADA006. | Training records were established/up to date for each individual assigned to the ADP division. (COMNAVSURFPACINST 5233.1B) | 1 | |
| ADA007. | Personnel were rotated on a regular basis for cross training purposes and cross-training was considered adequate. (COMNAVSURFPACINST 5233.1B) | 1 | |
| ADA008. | Training records reflected all GMT, OJT and In-rate training accomplished. (COMNAVSURFPACINST 5233.1B) | 1 | |
| ADA009. | Weekly, quarterly and long range training schedules were established and maintained. (COMNAVSURFPACINST 5233.1B) | 1 | |
| ADA010. | A minimum of one computer operators per shift/duty section was thoroughly familiar with computer operations. (COMNAVSURFPACINST 5233.1B) | 1 | |
| ADA011. | Functional Area Supervisors (FAS) for application software (i.e. SFM, MDS, ADM, SMS, etc.) were assigned. (COMNAVSURFPACINST 5233.1B) | 2 | |
| ADA012. | Scheduling duties were assigned to a single individual. (COMNAVSURFPACINST 5233.1B) | 1 | |
| ADA013. | A consolidated monthly schedule for maintenance, system SAVES and periodic application processing was developed and implemented. (COMNAVSURFPACINST 5233.1B) | 1 | |

B. ADP SYSTEM PROCEDURES (For NAVSURFPAC ships only)

| | | |
|---------|--|---|
| ADA014. | System Coordinator is aware of procedures used to request assistance for software/application problems or changes. (COMNAVSURFPACINST 5233.1B) | 1 |
| ADA015. | Accurate accounting of Application Database and Application Software backups was established/maintained. (COMNAVSURFPACINST 5233.1B) | 1 |
| ADA016. | Accurate accounting of User Report Save files; i.e., CSMP was established and maintained. (COMNAVSURFPACINST 5233.1B) | 1 |
| ADA017. | Written procedures have been developed and are in use for periodic data/software backups and routine file maintenance. (COMNAVSURFPACINST 5233.1B) | 1 |
| ADA018. | Written procedures have been developed and are in use to set up and to modify micro-computer and UNIX workstations, printers and peripherals. (COMNAVSURFPACINST 5233.1B) | 3 |
| ADA019. | Written procedures have been developed and are in use whereby periodic inventories of Local Area Network, micro-computer hardware and software are conducted to verify compliance with local directives. (COMNAVSURFPACINST 5233.1B) | 3 |

C. SECURITY (For NAVSURFPAC ships only)

| | | |
|---------|--|---|
| ADA020. | The ADP Security Officer (ADPSO) was appointed in writing by the current commanding officer. (COMNAVSURFPACINST 5233.1B, OPNAVINST 5239.1A, CINCPACFLTINST 5239.3) | 2 |
| ADA021. | System access rosters were maintained for each system (TAC-3/DPS6). (COMNAVSURFPACINST 5233.1B, CINCPACFLTINST 5239.3) | 1 |
| ADA022. | The AADSP includes Security Operating procedures for all systems including microcomputers. (COMNAVSURFPACINST 5233.1B, CINCPACFLTINST 5239.3) | 1 |
| ADA023. | Departmental ADP System Security Officers (ADPSSO), for each department, are appointed in writing by the current ADPSO. (COMNAVSURFPACINST 5233.1B, CINCPACFLTINST 5239.3) | 2 |
| ADA024. | Terminal Area Security Officers (TASO) for each remote area which maintains ADP Equipment (ADPE) (includes micro-computers) are appointed in writing by the appropriate ADPSSO. (COMNAVSURFPACINST 5233.1B, CINCPACFLTINST 5239.3) | 1 |
| ADA025. | Each Terminal Area Security Officer maintained/posted a record of authorized users of ADP Equipment under his/her purview. (COMNAVSURFPACINST 5233.1B, CINCPACFLTINST 5239.3) | 1 |

| | | | |
|--|--|---|--|
| ADA026. | Inventories of all micro-computers including location, peripherals attached, authorized software and TASO assigned is maintained. (COMNAVSURFPACINST 5233.1B, CINCPACFLTINST 5239.3) | 3 | |
| ADA027. | An ADP space (computer room) access roster was established/adhered to. (COMNAVSURFPACINST 5233.1B , CINCPACFLTINST 5239.3) | 2 | |
| ADA028. | Escort procedures, to include a visitors log, for all visitors to the computer spaces were established and adhered to. (COMNAVSURFPACINST 5233.1B, CINCPACFLTINST 5239.3) | 2 | |
| ADA029. | Procedures to request use of privately owned microcomputers in work spaces have been issued and are adhered to. (COMNAVSURFPACINST 5233.1B, CINCPACFLTINST 5239.3) | 2 | |
| ADA030. | Administrative procedures have been developed, implemented and maintained, to make sure proper security access to ADP systems and Local Area Networks (i.e. user registration/deletion, password assignment/protection) (COMNAVSURFPACINST 5233.1B, CINCPACFLTINST 5239.3) | 2 | |
| <u>D. COMPUTER ROOM</u> (For NAVSURFPAC ships only) | | | |
| ADA031. | The daily saves of all application databases were accurately accounted for in the computer room. (COMNAVSURFPACINST 5233.1B) | 3 | |
| ADA032. | The weekly saves of all non-boot volumes were accurately accounted for in the computer room. (COMNAVSURFPACINST 5233.1B) | 3 | |
| ADA033. | The daily saves of all Journal Volumes were accurately accounted for in the computer room. (COMNAVSURFPACINST 5233.1B) | 3 | |
| ADA034. | The saves of User Report Files were accurately accounted for in the computer room. (COMNAVSURFPACINST 5233.1B) | 3 | |
| ADA035. | A record of all media mailed to/received from other activities was maintained in the tape log. (COMNAVSURFPACINST 5233.1B) | 3 | |
| ADA036. | A cross-reference between media mailed to/received from other activities and master copies kept in the computer room was established and maintained. (COMNAVSURFPACINST 5233.1B) | 1 | |
| <u>E. LOCAL AREA NETWORK (LAN)</u> (For NAVSURFPAC ships only) | | | |
| ADA037. | A Local Area Network (LAN) Administrator is assigned. (COMNAVSURFPACINST 5233.1B). | 1 | |

| | | | | |
|---------|---|---|--|--|
| ADA038. | All files residing on the Novell file server had owners assigned. (COMNAVSURFPACINST 5233.1B) | 2 | | |
| ADA039. | All E-mail accounts correspond to current user registration. (COMNAVSURFPACINST 5233.1B) | 2 | | |
| ADA040. | Remote Console access was password protected. (COMNAVSURFPACINST 5233.1B) | 2 | | |
| ADA041. | Data maintained by individual users are contained within individual storage areas to facilitate data integrity. (COMNAVSURFPACINST 5233.1B) | 2 | | |
| ADA042. | Integrity of user files was maintained through appropriate right assignments or drive mappings. (COMNAVSURFPACINST 5233.1B) | 2 | | |

MAXIMUM POINTS: _____

LESS N/A POINTS: _____

ADJUSTED MAX POINTS: _____

INDIVIDUAL POINTS EARNED: _____

PULSE POINTS EARNED: _____

TOTAL POINTS EARNED: _____

SNAP II SUSTAINABILITY

Pulse Point Grading Scales

| <u>Overall Scale</u> | <u>Point Scale 1</u> | <u>Point Scale 2</u> |
|----------------------|----------------------|----------------------|
| 100 - 98 | 35 | 25 |
| 97.9 - 95 | 32 | 23 |
| 94.9 - 90 | 20 | 20 |
| 89.9 - 80 | 10 | 10 |
| 79.9 - Below | 0 | 0 |

Pulse Points:

SNS001. LOCATION AUDIT: A sample location verification of material from the LOCATION to the Stock Record File (SRF) reflected the following accuracy rates:

| CATEGORY | # LOCATIONS | # CORRECT | ACCURACY |
|------------|-------------|-----------|----------|
| DLR | 75 | | |
| REPAIR PTS | 100 | | |
| TOTAL | 175 | | |

(NOTE: Apply TOTAL accuracy rate percentage to the Pulse Point Overall Scale to determine, from Point Scale 1, the appropriate number of points earned toward the overall SNAP/Manual Sustainability grade.)

Pulse Point Score: _____.

SNS002. MATERIAL OBLIGATION VALIDATION (MOV) - STOCK: Outstanding requisitions for stock and Aviation Pack-Up Kits (PUK) over 10 days old were reviewed for validity based on the following criteria:

- a. Current, active supply status (Status less than 30 days old, with other than AE1-BF status)
- b. No overaged shipping status (AS1/AE1-BA/AB1 status with ESD/EDD over 60 days old) resulting in the following validity percentages:

| CATEGORY | # OUTSTANDING | # VALID | VALIDITY % |
|----------|---------------|---------|------------|
| STOCK | | | |
| PUK | | | |
| TOTAL | | | |

NOTE: Apply TOTAL validity percentage to the Pulse Point Overall Scale to determine, from Point Scale 2, the appropriate number of points earned toward the overall SNAP/Manual Sustainability grade.

Pulse Point Score: _____.

SNS003. MATERIAL OBLIGATION VALIDATION (MOV) - DTO: Outstanding requisitions for Direct Turn Over (DTO) over 10 days old were reviewed for validity, based on the following criteria:

- a. Valid, open JSN (DTO repair parts only) (Closed JSN with AC1/AK1 is valid)
- b. Department still needs item (DTO non-repair parts)
- c. Current, active supply status (Status less than 30 days old, with other than AE1-BF status)
- d. No overaged shipping status (AS1/AE1-BA/AB1 status with ESD/EDD over 60 days old) resulting in the following validity percentages:

| CATEGORY | # OUTSTANDING | # VALID | VALIDITY % |
|----------|---------------|---------|------------|
| DTO | | | |
| TOTAL | | | |

NOTE: Apply TOTAL validity percentage to the Pulse Point Overall Scale to determine, from Point Scale 2, the appropriate number of points earned toward the overall SNAP/Manual Sustainability grade.

Pulse Point Score: _____.

CONFIGURATION MANAGEMENT

A. COSAL MAINTENANCE

| | | | |
|---------|--|---|--|
| SNS004. | An ASI check-off list for every ASI update was being maintained. (COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J/6600) | 3 | |
| SNS005. | Processing of ASI products was correct in that: (COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J/6600, SPCCINST 4441.170, Ch.2 and NAVSUP P-485 Vol. I/2215) a. No ASI products were available in RAD mailboxes over 30 days old. b. A Pre and Post Reorder Review (Report 029) for each COSAL type (HME/MAM) was produced in conjunction with ASI tape processing. c. RPT 91, Transaction Error Listing (4 parts) was processed/annotated and properly maintained. | 3 | |
| SNS006. | The transaction ledger (Report 095) was run before and after processing the ASI tape. (NAVSUP P-485, VOL. I/2215 and SFM User's Manual) | 2 | |

| | | | | |
|--|--|---|--|--|
| SNS007. | Action had been taken to obtain repair parts for newly installed equipment/increase of allowance items. NOTE: Obtain repair parts for newly installed equipment/ increase of allowance using NAVSEA TOB funds. (COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J/6600 and NAVSUP P-485, Vol. I/2215) | 3 | | |
| SNS008. | The SOEAPL was produced before and after processing of the ASI product. The latest Post ASI SOEAPL was retained. (NAVSUP P-485, VOL. I/2215) | 2 | | |
| SNS009. | Documents for ASI processed were retained from ILO to ILO/ILR to ILR and filed in ASI number sequence. | 3 | | |
| <u>INVENTORY MANAGEMENT</u> | | | | |
| <u>A. DEMAND HISTORY PROCESSING/LEVELS SETTING</u> | | | | |
| SNS010. | Demand processing parameters (Ending YR/MO) in constant file were properly set. Global level setting was run and processed as required (Quarterly for COMNAVSURFPAC and Monthly for COMNAVSURFLANT). NOTE: Make sure a Transaction Ledger is processed before and after Global Level Setting. (NAVSUP P-485/6650) | 1 | | |
| SNS011. | All items in the SIM records/Report 042 with no Average Monthly Demand (AMD) shown or AMD of less than or equal to .03, have been verified that item has two valid demands in the last six months. (NAVSUP P-485/6168/6233) | 4 | | |
| SNS012. | All items in the SIM records were reviewed quarterly for: (NAVSUP P-485/6233) a. High Dollar Value. d. COGS. b. High Limit. e. ARRC assigned. c. ERC codes. | 5 | | |
| <u>B. SUPPLY EFFECTIVENESS</u> | | | | |
| SNS013. | Monthly Supply Effectiveness Reports were being locally prepared/printed from SNAP, reflecting all demands placed on the Supply Department during that month. (NAVSUP P-485 Vol. I/6294) | 1 | | |
| <u>C. STOCK RECORDS MANAGEMENT</u> | | | | |
| SNS014. | The Stock Record/Stock Due Reconciliation Report (RPT 100) was produced and process quarterly. (NAVSUP P-485/App 25-22/6760) | 3 | | |

| | | | |
|--------------------------------------|---|---|--|
| SNS015. | All items in the SIM records were inventoried semi-annually and inventories were posted in SNAP. NOTE: Inventory list should be retained from SMI to SMI. (NAVSUP P-485/6062/6168) | 3 | |
| SNS016. | Remaining balances of non-SIM items were inventoried after each issue. (NAVSUP P-485/6209) | 2 | |
| SNS017. | All locally assigned Automatic Reorder Restriction Codes (ARRC) were assigned with adequate justification. The ARRC listing was reviewed quarterly and appropriate changes were made. Use ARRCs only for: (COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J/6306) a. Large/Bulky AT Code 1 material while waiting for a response to an ACR. b. AT Code 1 material which had stock replenishment requisitions cancelled with CG, CJ, CK, CY, or CU while waiting for a response to a COSAL Feedback Report requesting an APL update. c. If ARRCs are used, use "RR" to signify reorder restriction for large/bulky AT Code 1 material. | 3 | |
| SNS018. | New stock records were prepared when a substitute item on requisition status was received. (NAVSUP P-485/6250) | 3 | |
| SNS019. | Stock Record File Validation Exception Listing (RPT141) was run quarterly, processed, and retained. (NAVSUP P485/6250) | 3 | |
| <u>D. EXCESS MATERIAL MANAGEMENT</u> | | | |
| SNS020. | Unauthorized excess stock was not on hand. (NAVSUP P-485/6173) | 3 | |
| SNS021. | Material returned by other departments to Supply was properly managed in that: a. All excess RFI DLRs and NON-DLRs (\$100 or more) should be turned-in to Atlantic Fleet Integrated Logistics Overhaul Activity, St. Juliens Creek, Portsmouth, Va. 23702. All other excess "A" condition will be turned-in to DRMO. (For NAVSURFPAC ships) refer to COMNAVSURFLANT/COMNAVSURFPACINST. 4400.1J paragraph 5001b. b. "A" condition material that filled stock requirements was properly stowed and accounted for. c. Proper Redistributable Asset Identification and Management (RAP) rules were followed (NAVSURFPAC Ships only). | 3 | |

MATERIAL PROCUREMENT MANAGEMENT

A. REQUISITIONING/ISSUING

| | | | |
|---------|---|---|--|
| SNS022. | The maximum response times for processing shipboard requisitions for material not on board (PRI 01-08: two hours, PRI 09-15: 24 hours) were met. (NAVSUP P-485/6167) | 2 | |
| SNS023. | Requirements Review Listing (Report 074) contained no unapproved requirements over 15 days old. (NAVSUP P-485/3725) | 3 | |
| SNS024. | Requirement Review Listing (Report 074) contained no approved requirements over 2 days old. (NAVSUP P-485/3725) | 3 | |
| SNS025 | The outstanding requisitions for NIS/DTO material were filed by material from stock received before the NIS/DTO receipt. (NAVSUP P-485/6250) | 2 | |
| SNS026. | Urgency of Need Designators (UND) and Priority Designators (PD) were properly assigned with regard to CASREPs, ship's operational status and material requirements. (NAVSUP P485/3045-3048) | 3 | |
| SNS027. | Project codes were correctly assigned to requisitions. (NAVSUP P-485/3023/3027) | 2 | |
| SNS028. | Required Delivery Dates "999" and "777" were correctly assigned to requisitions requiring special handling. (NAVSUP P-485/3028) | 1 | |
| SNS029. | NAVICP was included as an info addressee on CASREP-related messages. (SURFSUP/App. C) | 1 | |
| SNS030. | NORS/ANORS requisition documentation was properly prepared. (NAVSUP P-485/3028) | 2 | |
| | NOTE: NORS/ANORS conditions which do not meet the criteria for "Expeditious Handling" must be designated by entering an "N" to identify a NORS or an "E" to identify an ANORS in CC 62. | | |
| SNS031. | Serial number on CASREP requisitions was properly assigned. (NAVSUP P-485/3028) | 1 | |
| | NOTE: The serial number in the document must be modified to reflect a new NORS/CASREP serial number with a "G/W" in CC 40. | | |
| SNS032. | CASREP requisitions contained a "P" in cc 54 (distribution code) of the MILSTRIP requisition as required. (COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J/App. C) | 1 | |
| SNS033. | Advice codes were indicated on requisitions for Depot Level repairables (DLR) material and for bottled gases. (NAVSUP P-485/3023) | 1 | |

| | | |
|---------|---|---|
| SNS034. | Non-allowance organizational issue material was not requisitioned for ship's use. (COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J/6800) NOTE: The following list, which is not all-inclusive, contains examples of prohibited items: a. Nomex flight jacket, NSN 8415-01-010-1911 through 1913. b. Aviator survival knife, NSN 7340-00-098-4327. c. Aviator Sunglasses, NSN 8465-00-753-6261. d. Coveralls, Flyers, NSN 8415-01-043-8366. | 2 |
| SNS035. | Correct accounting data was cited on DD Form 1149s and/or DD Form 1155s for fuel and/or utilities. Lube oil was charged to OPTAR vice Fleet Commander's open allotment. (COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J/15800) | 1 |
| SNS036. | Residual assets sites (RAM/CRAMSI) were screened for free issue items to fulfill high cost material requirements or requisitions for NSN items not stocked in normal supply channels. RPT 029 (NAVSURFPAC ships only) and RPT 073 were submitted IAW latest TYCOM financial guidance. (SURFSUP/7214) | 3 |

B. TECHNICAL SCREENING

| | | |
|---------|--|---|
| SNS037. | Excessive quantities of requested repair parts used for maintenance were challenged by supply support personnel during technical edit. NOTE: By depressing PF Key 2 on Tech Edit Screen SFM015, the APL number, quantity of equipment installed, and number of parts per application will be displayed. (NAVSUP P-485/3720) | 3 |
| SNS038. | The NIIN requested was applicable to the APL/equipment cited. (NAVSUP P485/3720) NOTE: Technical edit personnel can verify the APL selected by the requestor through PF Key 2 on SFM015. (NAVSUP P485/3720) | 2 |
| SNS039. | Tech edit listing was correct in that: (NAVSUP P-485, Vol. I/3720) a. Completed tech edit listing was signed and dated by person performing the review. (NAVSUP P-485/3720) b. Listing was printed at least once a day and kept for a period of one month. (NAVSUP P-485/3720) c. Correct fund codes, cogs, unit prices and units of issue were used. (NAVSUP P-485/3720 and SURFSUP App. H) d. Repair parts were requisitioned against a JCN. (NAVSUP P485/3716/3720) | 3 |

C. MATERIAL OUTSTANDING FILE MAINTENANCE

| | | |
|---------|--|---|
| SNS040. | Stock dues for free issue material (N, WC series) were properly recorded in SNAP IAW TYCOM guidance. | 1 |
| SNS041. | There were no documents listed on Report 076, Status Exception List, reported as "REQUISITION NOT ON FILE", "STOCK NUMBER CHANGES", UNIT OF ISSUE CHANGES", "CONFIRMED CANCELLATIONS", which had not been reviewed and associated files updated. NOTE: After status has been input and posted to the system, two reports automatically generate: (1) Report 076 Status Exception List and (2) Report 081 Status Input List. All status reports must be reviewed and annotated. (NAVSUP P485/3741) | 3 |

D. MATERIAL OBLIGATION VALIDATION (MOV)

| | | |
|---------|--|---|
| SNS042. | External Material Obligation Validation (MOV) responses were properly processed. (NAVSUP P-485/3596) | 3 |
| SNS043. | A monthly departmental report of MOV actions was sent to the Commanding Officer (CO) for review. (COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J/App. A) | 1 |
| SNS044. | Internal Material Obligation validation (MOV) was being conducted monthly. (COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J/2500) | 4 |

E. RECEIPTS PROCESSING

| | | |
|---------|--|---|
| SNS045. | Receiving signatures were obtained for material procured for direct turnover and were identifiable. (NAVSUP P-485/4317) | 3 |
| SNS046. | Receipts were properly filed and maintained for three FYs. (NAVSUP P-485/6670) | 3 |
| SNS047. | Receipt documents (DD 1348-1A/1149) were annotated "Processed By" and dated after posting in SNAP. (NAVSUP P-485/6670/COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J/4001) | 2 |
| SNS048. | Receipt documents (DD Form 1155 and DD Form 1149) for fresh water were signed for by the Medical Officer or his/her authorized representative. (NAVSUP P-485/4377) | 2 |
| SNS049. | A file of receipt documents for ship's fuel was maintained. Note: Receipt documents (DD-1155 and DD-1149) must be signed by the Chief Engineer or his/her representative. (NAVSUP P485/8403) | 2 |
| SNS050. | Dummy invoices, using DD Form 1348-1s or equivalent, were properly prepared for requisitioned material received without a receipt document; a receipt log | 2 |

(Report 120) was properly maintained. (NAVSUP P-485, Vol. 1/4124)

MATERIAL MANAGEMENT

A. SHELF LIFE PROGRAM

- | | | |
|---------|---|---|
| SNS051. | An effective Shelf Life Program was in use in that: (NAVSUP P-485/4664, App 9 (R/S)) | 4 |
| | a. The Stock Records were annotated with Shelf Life expiration dates, Shelf Life action codes, and Shelf Life codes. | |
| | b. No expired Shelf Life items on location. | |
| SNS052. | The Stock Status Listing (RPT 042) for all Shelf Life material was produced, reviewed, and retained for the current month. NAVSUP P-485/6750/App. 25) | 2 |

B. CONTROLLED MATERIAL

- | | | |
|---------|---|---|
| SNS053. | Classified material was handled and stowed according to the Department of the Navy Security Manual for classified information. (OPNAVINST 5510.1A and NAVSUP P485/4656) | 1 |
| SNS054. | Radioactive materials and their stowage locations were labeled with the standard radiation symbol and the words "CAUTION-RADIATION MATERIAL." (NAVSUP P-485) | 2 |
| SNS055. | Stock Status Locator Listing (Radioactive Material) for the current month was available. (NAVSUP P-485/4506) | 1 |

C. EVALUATE STOREROOM MATERIAL CONDITION

- | | | |
|--------|--|---|
| SNS056 | The basic objective of good storeroom maintenance and stowage scheme had been achieved in that: (NAVSUP P-485/4580/4685-4691) | 6 |
| | a. Safety was observed. | |
| | b. Preservation of storeroom was maintained. | |
| | c. Cleanliness/good housekeeping was practiced. | |
| | d. Maximum stowage capacity was used. | |
| | e. Stores were arranged orderly. | |
| | f. Accessibility to all items was easy. | |
| | g. Bulk material was properly secured. | |
| | h. Small cube items were stowed in drawers vice bins. | |

- i. There was sufficient protection for electronic and other repair parts to prevent damage or loss.
- j. Personal gear was not stowed without written approval of the CO.
- k. Installed electrical fixtures were operational and properly maintained.

D. PARTS HELD IN THE CUSTODY OF OTHER DEPARTMENTS

- | | | |
|---------|---|---|
| SNS057. | Semiannual inventories of bulkhead-mounted spares, in the custody of other department heads, were being conducted jointly by Supply Department personnel and respective departmental custodians. Both members of the inventory team have signed and submitted the inventories to the responsible department head for approval. The Supply Officer has reported the results of the inventories to the CO. (COMNAVSURFLANT/COMNAVSURFPACINST 4440.3B/4A) | 3 |
| SNS058. | Bulkhead-mounted spares were properly identified. (COMNAVSURFLANT/COMNAVSURFPACINST 4440.3B/4A) | 1 |
| SNS059. | The Supply Officer held a CO's letter authorizing him to store repair parts in other than Supply Department spaces. (NAVSUP P-485 para 1188) | 1 |

SNAP II UTILIZATION

A. REPORT GENERATION AND RETENTION

- | | | |
|---------|---|---|
| SNS060. | The Requirement Listing (Report 074) was printed twice a week and kept for 30 days as per TYCOM requirement. (NAVSUP P-485 Vol. I/3725) | 1 |
| SNS061. | The following listings were printed/processed as required and kept as indicated (Specify from the list below): (NAVSUP P-485 Vol. I and Vol. II Appendix 25) a. Report 091, Transaction Error Listings (4 parts) (ASI Process). Keep from the last Supply Management Inspection (SMI) to the next SMI as per TYCOM requirement. b. Report 029, Reorder Review Listing. Keep for 90 days. (Print 3 times a month). c. Report 067, Gain by Inventory Report. Keep for 1 year as per TYCOM requirement. (Print monthly before RHT processing) Signed and dated by the Supply Officer. d. Report 068, Loss by Inventory report. Keep for 1 year as per TYCOM requirement. (Print monthly before RHT processing) Signed and dated by the | 3 |

| | | | |
|-------------------------------------|---|---|--|
| | Supply Officer. | | |
| | e. Report 095, Transaction Ledger, Keep current and prior FY as per TYCOM requirement. Print on the 10 th , 20 th and, EOM as required. | | |
| SNS062. | The following listings were printed quarterly and kept as indicated. (NAVSUP P-485 Vol. I/3725) | 3 | |
| | a. Report 048, Stock Locator Listing (NIIN Sequence). Keep current quarter as per TYCOM requirement. | | |
| | b. Report 042, Stock Locator Listing Complete/Selected Categories. Keep current quarter as per TYCOM requirement. | | |
| | c. Report 042 and Supplemental SSL was produced monthly. | | |
| <u>B. REPORT UTILIZATION</u> | | | |
| SNS063. | In constant file number 4, recommended local management codes were entered according to NAVSUP P-485 Vol. I/6414 | 1 | |
| SNS064. | In constant file number 2, demand processing parameters were set in accordance with TYCOM directives. (NAVSUP P-485 Vol. I/6434) | 1 | |
| SNS065. | In constant file number 5, requisition defaults were set according to the NAVSUP P-485 Vol. I/6424. NOTE: FAD I, II, or III will determine the setting of the defaults. | 1 | |
| SNS066. | In constant file number 6, requisition number assignments were being used according to the NAVSUP P-485 Vol. I/6440. NOTE: The counter was being reset when off-line requisitions were used. | 1 | |
| SNS067. | In constant file number 9, complete fund code tables have been created. Example: Y6, NB, NE, N3 were created. (NAVSUP P-485 Vol. I/6441) | 1 | |
| SNS068. | In constant file number 9, the fund code to budget indicators was correctly established. (NAVSUP P-485 Vol. I/6441 and Vol. II Appendix 25) | 1 | |
| <u>C. REPORT RECONCILIATION</u> | | | |
| SNS069. | A current SFM subsystem access listing was kept on file and reviewed by the Supply Officer each time access assignments were made. (SNAP II ships) (NAVSUP P-485/1510) | 3 | |

ADMINISTRATION

A. REQUIRED PUBLICATIONS

| | | | |
|---------|--|---|--|
| SNS070. | The following NAVSUP/TYCOM instructions were available and current: (NAVSUP P-485/1190) | 2 | |
| | a. COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J Surface Force Supply Procedures (SURFSUP). | | |
| | b. COMNAVSURFLANT/COMNAVSURFPACINST 4440.3B/4A Shipboard Management of Maintenance Assistance Modules (MAMs) and Operating Space Items (OSIs). | | |
| | c. COMNAVSURFLANT/COMNAVSURFPACINST 5040.4J Supply Management Inspection (SMI) Program. | | |
| | d. COMNAVSURFLANT/COMNAVSURFPACINST 4200.2 Afloat Purchase Card Program. | | |
| | e. NAVSUP P-545 Depot Level Repairables (DLRs) Packaging, Preservation, and Shipment. | | |
| SNS071 | Ship's Instructions/Directives for the following programs have been established: | 2 | |
| | a. Maintenance Assistance Modules (MAMs)/Bulkhead Mounted Spares (BMS). | | |
| | b. Ship's Telephones Use Control. | | |
| | c. Navy Purchase Card. | | |
| | d. Annual Financial Management Plan. | | |

B. TRAINING

| | | | |
|---------|--|---|--|
| SNS072. | The annual Standard of Conduct training is being conducted and documented. | 2 | |
|---------|--|---|--|

C. PERIODIC REPORTS

| | | | |
|---------|--|---|--|
| SNS073. | The Supply Officer properly prepared and submitted a Monthly Management report to the CO. (COMNAVSURFSUPLANT/COMNAVSURFPACINST 4400.1J/App A) | 3 | |
| SNS074 | The Supply Officer properly prepared and submitted daily "Eight O'clock Reports" accurately stating status of Supply Department pulse points. (COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J/1500) | 3 | |

AVIATION PACK-UP SUSTAINABILITY

| | | | |
|---------|---|---|--|
| SAS001. | Advice codes for AVDLR transactions were properly assigned with respect to NRFI availability. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B) | 1 | |
|---------|---|---|--|

| | | |
|---------|--|---|
| SAS002. | AVDLR requisitions were accompanied by a NRFI turn-in, except for authorized RIP items (5S Advice Code). Accurate records are maintained on all NRFI turn-in shipments including certified mail receipts, DD 1348-1, DD 1149, or TCMD documents. A Carcass Tracking record will be recorded in the Aviation Inventory Management System (AIMS) Transaction Ledger. If ordered with 5A Advice Code, a survey document must be on file. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B) | 3 |
| SAS003. | AVDLRs are issued or requisitioned in quantities of one each (one-for-on exchange basis). (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B) | 1 |
| SAS004. | NRFI turn-in material has been turned into supply before issue or within 24 hours after RFI material (5S Advice Code) is received. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B) | 2 |
| SAS005. | Personnel handling unserviceable AVDLRs were familiar with proper packaging procedures and reusable container policy. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B) | 2 |
| SAS006. | NRFI turn-ins were turned into the Point of Entry (POE) from which it was ordered. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B) | 3 |
| SAS007. | Documentation for NRFI AVDLRs was properly prepared (BCD: DD 1348-1). (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B) | 2 |
| SAS008. | High Limits recorded on AIMS match allowances provided by the outfitting site. (COMNAVAIRLANT/COMNAVAIRPACINST 4440.1B) | 3 |
| SAS009. | A storekeeper is assigned as the PUK manager in writing. (COMNASURFLANT/COMNAVSURFPAC PUK MANAGEMENT HANDBOOK) | 2 |
| SAS010. | The following files were established and properly maintained: (COMNAVSURFLANT/COMNAVSURFPAC PUK DESK-TOP PROCEDURES/MANAGEMENT HANDBOOK) a. OUTSTANDING FILE - All outstanding DTO documents in document number sequence. b. COMPLETED FILE - All documents issued to the AIRDET shows signature, date and time of receipt. c. PUK DEFICIENCY RESPONSE FROM OUTFITTING SITE - All PUK Deficiency responses from outfitting site in DTG sequence. d. INVENTORY FILE - Copies of all quarterly and sample inventories in date sequence. e. SURVEY FILE - Copies of all surveys in document number sequence. | 3 |

| | | | |
|---------|--|---|--|
| | f. ROD FILE - All RODS submitted and responses in stock number sequence. | 3 | |
| | g. EXCHANGE DUE FILE - Yellow copy of the DD 1348 6pt for all NRFIs due from the AIRDET in document number sequence. | | |
| | h. SHIPPING FILE - All shipping documents and shipping messages in document number sequence. | | |
| SAS011. | A survey was prepared for missing or damaged AVDLRs and approved by the Commanding Officer. (NAVSUP P-485 Vol. I/5125-5133) | 3 | |
| SAS012. | The following instructions for the proper support of aircraft were on hand and kept current: | 3 | |
| | a. COMNAVAIRLANT/COMNAVSURFLANT/COMNAVAIRPAC/COMNAVSURFPAC 4420.3A. | | |
| | b. COMNAVSURFLANT/PAC AVIATION PACK-UP KIT (PUK) DESK-TOP PROCEDURES. | | |
| | c. COMNAVSURFLANT/PAC SUPPLY OFFICER'S PUK MANAGEMENT HANDBOOK. | | |
| | d. COMNAVAIRLANTINST 4295.1H Supply Message Traffic and Requests Supply Assistance; policy regarding. | | |
| | e. COMNAVAIRLANTINST 4400.21C Receipt, storage and shipment of repairables in reusable containers. | | |
| | f. NAVAIRINST 13700.15 - Aircraft Engine Management System. | | |
| | g. COMNAVAIRLANTINST 5442.5D - Aircraft Material Readiness Report (AMRR). | | |
| | h. COMNAVAIRLANTINST 8010.12 - Sonobuoy Management, requisition and reporting procedures. | | |
| | i. CINCLANTFLTINST 8010.12A - Sonobuoy Management, requisitions and reporting. | | |
| | j. COMNAVAIRLANTINST/COMNAVAIRPACINST 7310.1V - Financial regulations concerning flight operations funds. | | |
| | k. COMNAVAIRLANTINST/COMNAVAIRPACINST 7310.5M - AOM funding. | | |
| SAS013. | Aviation Inventory Management System (AIMS) is being used for management of the PUK. (COMNAVAIRLANT/COMNAVSURFLANT/COMNAVAIRPAC/COMNAVSURFPACINST 4420.3A) | 3 | |
| SAS014. | The following AIMS reports will indicate TYCOM pulse points: | 3 | |
| | a. The Depth and Range Report will match the most current transmitted message report excluding transactions since the date of the report. | | |
| | b. The DEF to RO report will be negative. | | |

| | <p>c. The Excess report will be negative or all items listed will reflect ATC 6.</p> <p>d. The Stock Due Report will match the last transmitted PUK Deficiency report excluding transactions since the date of the report.</p> <p>e. The DTO Due report will be negative unless the AIRDET is on board. If the AIRDET is on board the DTO Due report will reflect all outstanding DTO requirements held by the AIRDET.</p> | | | | | | | | | | | | | | | | | | | | | |
|------------|---|-------------|---------------|-------------|---------------|------|-------|--|--|--|------|------------|--|--|--|-----|-------|--|--|--|--|---|
| SAS015. | <p>Review of the Stock Due report revealed the following:</p> <p>a. Number of requisitions reviewed:_____</p> <p>b. Number of requisitions with overaged shipping status:_____</p> <p>c. Number of requisitions needing follow-up action:_____</p> <p>d. Number of dead requisitions (no status, "BF", "CJ", etc.):_____</p> <p>e. Number of requisitions with "BM" status over 5 days old:_____</p> <p>f. Percentage of good requisitions:_____</p> <p>NOTE: Required criteria: "Percentage of good requisitions" must be 98 percent or above.</p> | 3 | | | | | | | | | | | | | | | | | | | | |
| SAS016. | <p>A sample inventory of the PUK revealed the following accuracy rate:</p> <table><tr><th>CATEGORY</th><th>#INVENTORIED</th><th># OF ERRORS</th><th>ACCURACY RATE</th><th>GOAL</th></tr><tr><td>AVDLR</td><td></td><td></td><td></td><td>100%</td></tr><tr><td>CONSUMABLE</td><td></td><td></td><td></td><td>95%</td></tr><tr><td>TOTAL</td><td></td><td></td><td></td><td></td></tr></table> | CATEGORY | #INVENTORIED | # OF ERRORS | ACCURACY RATE | GOAL | AVDLR | | | | 100% | CONSUMABLE | | | | 95% | TOTAL | | | | | 3 |
| CATEGORY | #INVENTORIED | # OF ERRORS | ACCURACY RATE | GOAL | | | | | | | | | | | | | | | | | | |
| AVDLR | | | | 100% | | | | | | | | | | | | | | | | | | |
| CONSUMABLE | | | | 95% | | | | | | | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | | | | | | | | | | | |
| SAS017. | <p>Aviation PUK Deficiency Reports are being submitted promptly on the 15th of each month. Report will be in proper format, range and depth will include repairables, consumables and totals and initial shortages will match last message received from the outfitting site. (COMNAVSURFLANT/COMNAVSURFPAC PUK DESK-TOP PROCEDURES/HANDBOOK)</p> | 2 | | | | | | | | | | | | | | | | | | | | |
| SAS018. | <p>The Supply Officer has established an aggressive follow-up program on all DTO and PUK deficiencies to the last known holder of the requisition. Follow-ups are recorded in AIMS and all status received is loaded. (Check stock/DTO due report). (COMNAVSURFLANT/COMNAVSURFPAC SUPPLY OFFICER'S PUK MANAGEMENT HANDBOOK) B. SPACE MAINTENANCE</p> | 2 | | | | | | | | | | | | | | | | | | | | |

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| SAS019. | Aviation flammable material is being properly stowed in NAVSUP approved flammable storage lockers. (COMNAVSURFLANT/COMNAVSURPAC PUK DESK-TOP PROCEDURES/HANDBOOK) | 1 | |
| SAS020. | Supply Officer has established a valid shelf life program according to Desk-Top Procedures. (COMNAVSURFLANT/COMNAVSURFPAC PUK DESK-TOP PROCEDURES) | 1 | |
| A. ADP ADMINISTRATION (For SURFPAC ships only) | | | |
| ADS001 | The most current version of system software is loaded and all program changes/upgrades/patches have been implemented. Record of all program changes/upgrades/patches is maintained and reflects implementation dates. (COMNAVSURFPACINST 5233.1B) | 2 | |
| B. SPACE MAINTENANCE (For SURFPAC ships only) | | | |
| ADS002 | Signs prohibiting eating, drinking and smoking were posted in the computer room, terminal room and tape storage area. (COMNAVSURFPACINST 5233.1B) | 1 | |
| ADS003 | Local procedures were established and used concerning electrical power or air conditioning casualties. Procedures should be prepared and posted including panel numbers and their location. (COMNAVSURFPACINST 5233.1B) | 1 | |
| ADS004. | There was a temperature recording device in the vicinity of the Central Processing Unit (CPU) and record is kept for 1 month. (COMNAVSURFPACINST 5233.1B) | 1 | |
| ADS005. | There were CO2 fire extinguishers in the vicinity of the CPU. The CO2 fire extinguishers were properly charged and PMS is current. (COMNAVSURFPACINST 5233.1B) | 2 | |
| ADS006. | Signs were posted on or near each terminal/work station throughout the ship prohibiting eating, drinking, and smoking when using ADP equipment. (COMNAVSURFPACINST 5233.1B) | 1 | |
| ADS007. | Equipment spaces were maintained as follows: (COMNAVSURFPACINST 5233.1B) a. Equipment free of dust. b. Material not stacked or stored on equipment, or in such a manner as to restrict access or air flow. | 1 | |
| C. ADP SYSTEM PROCEDURES (For SURFPAC ships only) | | | |
| ADS008. | A system coordinator was assigned. (COMNAVSURFPACINST 5233.1B) | 1 | |
| ADS009. | There were sufficient magnetic media available for | 1 | |

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| | proper retention and replenishment. (COMNAVSURFPACINST 5233.1B) | | |
| ADS010. | The existing media library system includes diskettes to be kept. (COMNAVSURFPACINST 5233.1B) | 1 | |
| ADS011. | Tapes used for incremental/system back-ups were included in the media library system. (COMNAVSURFPACINST 5233.1B) | 2 | |
| ADS012. | Tapes used for application database/software back-ups were kept based on the required retention cycles. (COMNAVSURFPACINST 5233.1B) | 2 | |
| ADS013. | Saves of all application databases were done daily (two sets). (COMNAVSURFPACINST 5233.1B) | 3 | |
| ADS014. | The proper number of weekly saves were kept in ADP. (COMNAVSURFPACINST 5233.1B) | 2 | |
| ADS015. | Technical documentation, including operator guides and application-specific appendices were available and up-to-date. (COMNAVSURFPACINST 5233.1B) | 1 | |
| ADS016. | Personnel were aware of procedures to be used to report hardware casualties requiring outside assistance. (COMNAVSURFPACINST 5233.1B) | 1 | |
| ADS017. | APLs held were up to date. (COMNAVSURFPACINST 5233.1B) | 1 | |
| D. SECURITY (For SURFPAC ships only) | | | |
| ADS018. | All ADP spaces were included on the sounding and security watch route. (COMNAVSURFPACINST 5233.1B) | 1 | |
| ADS019. | The ADP System Security Officer implemented standard security procedures. (COMNAVSURFPACINST 5233.1B) | 1 | |
| ADS020. | Review of user registration showed that required software controls were in place. (COMNAVSURFPACINST 5233.1B) | 2 | |
| ADS021. | Standard space access security procedure have been implemented and maintained. (COMNAVSURFPACINST 5233.1B) | 2 | |
| ADS022. | An Activity ADP Security Plan (AADPSP) covering all ADP Equipment, microcomputers, and Local Area Network has been developed and implemented. (COMNAVSURFPACINST 5233.1B, CINCPACFLTINST 5239.3) | 2 | |
| ADS023. | TASOs maintained a record of authorized users of ADP equipment under their control. (COMNAVSURFPACINST 5233.1B, CINCPACFLTINST 5239.3) | 2 | |
| ADS024. | All microcomputers, peripherals and removable media are clearly marked with highest classification of data authorized to be processed. (COMNAVSURFPACINST 5233.1B, CINCPACFLTINST 5239.3) | 3 | |

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| ADS025. | ADPSSOs are conducting monthly walk through of the operating environment to verify compliance with existing AIS security policy and procedures. (COMNAVSURFPACINST 5233.2, CINCPACFLTINST 5239.3) | 3 | |
| ADS026. | An Accreditation Schedule has been created for each Automated Information System (AIS). (COMNAVSURFPACINST 5233.1B, CINCPACFLTINST 5239.3) | 2 | |
| ADS027. | Risk Assessment and analysis are conducted and a contingency plan has been developed for each AIS. (COMNAVSURFPACINST 5233.2, CINCPACFLTINST 5239.3) | 2 | |
| ADS028. | Review of local procedures indicated that classification of data processed did not exceed authorized classification levels (includes LAN). (COMNAVSURFPACINST 5233.1B, CINCPACFLTINST 5239.3) | 3 | |
| ADS029. | A spot check between ADP-maintained software load packages, software inventory sheets and actual data loaded on microcomputers indicates that copyright/licensing controls are being followed. (COMNAVSURFPACINST 5233.2, CINCPACFLTINST 5239.3) | 3 | |
| ADS030. | A review of LAN user profiles indicated that all user passwords are changed quarterly. (COMNAVSURFPACINST 5233.2, CINCPACFLTINST 5239.3) | 2 | |
| E. LOCAL AREA NETWORK CALLS (For SURFPAC ships only) | | | |
| ADS031. | Daily and weekly backups are produced and kept for required retention within the computer room. (COMNAVSURFPACINST 5233.1B) | 2 | |
| ADS032. | Bindery integrity was maintained. (COMNAVSURFPACINST 5233.1B) | 2 | |
| ADS033. | Periodic disk space management was performed. (COMNAVSURFPACINST 5233.1B) | 2 | |
| ADS034. | VREPAIR is run after power outages, volume mounting problems or corrupted FAT tables. (COMNAVSURFPACINST 5233.1B) | 2 | |
| ADS035. | System console was locked when not in use. (COMNAVSURFPACINST 5233.1B) | 2 | |

MAXIMUM POINTS: _____
 LESS N/A POINTS: _____
 ADJUSTED MAX POINTS: _____
 INDIVIDUAL POINTS EARNED: _____
 PULSE POINTS EARNED: _____
 TOTAL POINTS EARNED: _____

COMNAVSURFLANTINST/
COMNAVSURFPACINST 5040.4J

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ATTACHMENT 2
TO ENCLOSURE (1)

FOOD SERVICE ACCOUNTABILITY

Reference: Parenthetical numbers refer to NAVSUP P-486, Vol. I, Revision 3, unless otherwise specified.

Pulse Point Grading Scales

| <u>Overall Scale</u> | <u>Point Scale 1</u> |
|----------------------|----------------------|
| 100 - 96 | 48 |
| 95.9 - 92 | 36 |
| 91.9 - 88 | 24 |
| 87.9 - 84 | 12 |
| 83.9 - 80 | 6 |
| 79.9 - Below | 0 |

Pulse Points:

FSA001. INVENTORY: An inventory of at least 50 food items resulted in an inventory accuracy of ____%. (Use Inventory Validity Worksheet, Table A) (NOTE: Apply the inventory accuracy percentage to the Pulse Point Overall Scale to determine, from Point Scale 1, the appropriate number of points earned toward the overall Food Service Accountability grade.

Pulse Point Score: _____

GENERAL ACCOUNTABILITY

| | | |
|---------|--|---|
| FSA002. | General Mess was not over issue by more than 2% of total allowances at the end of the fiscal year or upon relief of the Food Service Officer. (NAVSUP P-486, Vol. I/7002.11) | 4 |
| FSA003. | Commanding Officer (CO) has assigned the Food Service Officer (FSO) financial accountability for GM Functions. (NAVSUP P-486, Vol. I/1103,1113.2a, Appendix B, pg. B2.) | 1 |
| FSA004. | The following files were properly maintained: (NAVSUP P-486, Appendix A) a. Accountability File. b. Ration Credit File. c. Expenditure Invoice File. d. Outstanding/Completed Purchase Order File. e. Transfers with/without Reimbursement File. f. Survey File. g. Menu File. | 2 |

FINANCIAL RECORDS AND RETURNS

A. NAVSUP FORM 1359

| | | | |
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| FSA005. | The NS 1359 is submitted to NAVSUP 51 by the 5th day following the end of the reporting period. (NAVSUP P-486, Vol. I/7001.2) | 1 | |
| FSA006. | Letters/messages are forwarded to NAVSUP 51 when returns could not be submitted on or before the date they were required explaining the reason for the delay and anticipated submission date. (NAVSUP P-486, Vol.I/7001.2a) | 1 | |
| FSA007. | Balance Brought Forward caption on the receipts section equals the "Balance on Hand" caption on the NS 1359 submitted for the previous period. (NAVSUP P-486, Vol.I/7002.4) | 2 | |
| FSA008. | Receipts with Charge on the receipts section equals the total of all receipts with charge file. (NAVSUP P-486, Vol.I/7002.4) | 12 | |
| FSA009. | The total value of all surveys (DD Form 200) at last receipt price, equals the expenditure section of the NAVSUP Form 367. (NAVSUP P-486, Vol.I/7002.5) | 1 | |
| FSA010. | The total value of all loss without surveys (NAVSUP Form 1334) at last receipt price equals the value on the expenditure section of the NAVSUP Form 367. (NAVSUP P-486, Vol.I/7002.5) | 1 | |
| FSA011. | Sale of bulk food items equals the total value on the expenditure section of the NAVSUP Form 367. (NAVSUP P-486, Vol. I, 7002.5) | 1 | |
| FSA012 | The total value, at last receipt price, of food items transferred to other end users agrees with the value of all transfers in the transfers without reimbursement file and the value of all transfers to other end users reported in the expenditure section of the NAVSUP Form 367. (NAVSUP P-486, Vol. I/7002.5) | 1 | |
| FSA013. | Price Adjustment Value is explained on the reverse side of the NS 1358 if in excess of 10 percent of total stores consumed. (NAVSUP P-486, Vol.I/7203.6) | 1 | |
| FSA014. | Rations fed grand total equals column (13) cumulative total of the NS 338 at the end of the month. (NAVSUP P-486, Vol.I/Fig. 7-4) | 1 | |
| FSA015. | Correct Basic, Special and Supplemental Allowances for each accounting period as listed in NAVSUPNOTE 7330 series are entered in the appropriate allowance sections. (NAVSUP P-486, Vol.I/7002.7) | 1 | |
| FSA016. | Rations Allowed Caption equals the total rations allowed from the ship's muster report for the same accounting period. (NAVSUP P-486, Vol.I/7002.6) | 1 | |
| FSA017. | Returns are submitted to NAVSUP 51 via the Type Commander with a letter of explanation when over-issue in excess of 2% occurs at the end of Fiscal Year and upon relief of the Food Service Officer. | 4 | |

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| | (NAVSUP P-486, Vol.I/7002.11) | | |
| FSA018. | The following signatures were entered on the NS 1359: (NAVSUP P-486, Vol.I/7002.10,7002.2) a. XO/Personnel Officer certifying rations allowed figure. b. Leading MS. c. FSO. d. Disbursing Officer. | 1 | |
| FSA019. | NS 1359, with required substantiating documents are retained in the Food Service Officer's accountability file for 12 months. (NAVSUP P-486, Vol. I, App. A, Section II) | 1 | |
| B. <u>NAVSUP FORM 367</u> | | | |
| FSA020. | Money value of receipts with/without charge were properly posted to the NS 367, as they occur, to include proper document numbers. These values agree with receipt documents in the accountability file. (NAVSUP P-486, Vol.I/5403.3) | 2 | |
| FSA021. | Money value and document number of each transfer was properly posted as they occur. These values agree with transfer documents in the accountability file. NAVSUP P-486,Vol.I/6207) | 2 | |
| FSA022. | Sales to private messes were properly posted in each accounting period. These values agree with sales documents in the accountability file. (NAVSUP P-486, Vol.I/6305.3) | 1 | |
| FSA023 | Total money value of ending inventory was properly posted at the end of the accounting period. (NAVSUP P-846,Vol. I/7203.5) | 1 | |
| C. <u>NAVSUP FORM 1359</u> | | | |
| FSA024. | The NS 1359 is prepared and distributed as follows: (NAVSUP P-486,Vol.I/7001, 7002) a. Original kept by the FSO. b. Copy 1 provided to Disbo. | 1 | |
| FSA025. | All cash deposited was credited to the fiscal year in which the sale took place. (NAVSUPNOTE 7300) | 1 | |
| FSA026. | (For NAVSURFPAC ships only) Messages are forwarded to NAVSUP 51 indicating receipts with charge value when the NS 1359 was unable to be submitted on time due to operational necessity. (NAVSUP P-486, Vol.I/7001.2c) | 1 | |
| FSA027. | (For NAVSURFPAC ships only) Total receipts with charge during the reporting period agrees with the | 1 | |

| | | | |
|---------|---|---|--|
| | total receipt section of NAVSUP Form 367. (NAVSUP P-486, Vol.I/7002.4) | | |
| FSA028. | Ration credits designated by a numerical symbol "1" are supported by a "Certification of Rations Issued" form. (NAVSUP P-486, Vol.I/7002.3c) | 2 | |
| FSA029. | The Un-deposited balance brought forward equals the value from the un-deposited sales line of the previous monthly NAVSUP 1359. (NAVSUP P-486, Vol.I/7002.2d) | 1 | |
| FSA030. | The Sale of GM Meals (excluding surcharge) equals the sum of the value of the meals sold from the Cash Meal Payment Book (DD Form 1544) and the sale of General Mess Meals (NAVSUP Form 1046). (NAVSUP P-486, Vol.I/7002.2d) | 2 | |
| FSA031. | The Sale of Bulk Food items equals the sum of all sales of food items from the GM. (NAVSUP P-486, Vol.I/7002.3d) | 1 | |
| FSA032. | The Surcharge on GM Meals equals the sum of the value of the surcharges for meals sold on the DD 1544 and NS 1046 (collected or uncollected). (NAVSUP P-486, Vol.I/7002.3d) | 1 | |
| FSA033. | The Cash Deposited equals the total value of all deposits made with the Disbursing Officer made during the period as recorded in the NAVSUP Form 470, and agrees with the value contained in the "Certification" block of the NAVSUP Form 1359. (NAVSUP P-486, Vol.I/7002.3d) | 1 | |
| FSA034. | Certification block included the Disbursing Officer Symbol and Collection Voucher number. (NAVSUP P-486, Vol.I/7002.3d) | 1 | |
| FSA035. | (For NAVSURFPAC ships only) Cash overages and shortages (including thefts) of \$5 or less generated during the month are explained on the reverse side of the NS 1359. (NAVSUP P-486, Vol.I/7002.3d) | 1 | |
| FSA036. | Un-deposited Sales End of Month equals the total dollar value of all cash on hand that is un-deposited and uncollected and/or vouchers representing cash in the FSO's accountability. (NAVSUP P-486, Vol.I/7002.3d) | 1 | |
| FSA037. | Disposition of surcharges for meals sold from the GM was properly accounted for. All surcharges were credited to OM&N account. (NAVSUP P-486, Vol.I/7002.1, 7002.3 note #2) | 1 | |
| FSA038. | A memo was forwarded to TYCOM requesting guidance when funds cannot be deposited with the Disbursing Officer. (NAVSUP P-486, Vol.I/7004) | 1 | |
| FSA039. | Corrected NS 1359s were submitted for the month(s) corrections were made. (NAVSUP P-486, Vol. I/7006.2, 7006.3) | 1 | |

D. NAVSUP FORM 338

- | | | |
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| FSA040. | NS 338 was posted and reviewed daily by the LMS at a minimum the Food Service Officer logs on to the FSM weekly to ensure the GM is operating within the authorized allowance. (NAVSUP P-486, Vol.I/6103.3a,3b) | 2 |
| FSA041. | (For NAVSURFPAC ships only) A comparison between the total food cost in column (17) of the NS 338 with the actual stores consumed figure on the NS 1359 does not exceed two percent. (NAVSUP P-486, Vol.I/6103.3a(3)) | 4 |

E. NAVSUP FORM 1046

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| FSA042. | CO letter of authority for the credit sale of meals from the GM is on file. (NAVSUP P-486, Vol.I/2001.1, and Appendix B, B-13) | 1 |
| FSA043. | NS 1046 is properly maintained for the credit sale of meals from the GM including holiday meals. (NAVSUP P-486, Vol.I/2201.2) | 4 |
| FSA044. | Payment for all meals sold on a credit basis was collected before the 15th day following the month in which the meals were provided, or before detachment of the individual to whom the meals were provided. (NAVSUP P-486, Vol.I/2201.2c) | 2 |

F. DD FORM 1544

- | | | |
|---------|--|---|
| FSA045. | CO letter of authority for the sale of meals from the GM is on file. (NAVSUP P-486, Vol.I/2001.1, and Appendix B,B-12) | 1 |
| FSA046. | DD 1544s were used in the prescribed manner for meals sold for cash from the GM. (NAVSUP P-486, Vol.I/2201.1b) | 1 |
| FSA047. | CO has designated a control officer for the handling and security of the DD 1544. (NAVSUP P-486, Vol.I/2201.1B(2) and Appendix B,B-7) | 1 |
| FSA048. | Correct basic meal charges, holiday meal charges and surcharges as published in COMNAVSUPSYSCOM message were being used and collected. (NAVSUP P-486, Vol.I/2201.1) | 4 |
| FSA049. | FSO reviewed the DD 1544s at least weekly and made sure an audit was made when cash was collected. (NAVSUP P-486, Vol.I/2201.1) | 1 |
| FSA050. | The cashier recorded overages/shortages in cash received from the sale of GM meals on the DD Form 1544. The collection agent verified the differences in excess of \$1.00 or five percent (whichever was larger) per cashier for the week and took | 1 |

appropriate action to prevent recurrence. (NAVSUP P-486, Vol.I/2201.1(5))

G. NAVSUP FORM 1059 - INVENTORIES

| | | |
|---------|--|----|
| FSA051. | Weekly spot inventories (minimum 5% of subsistence line items maintained in bulk storerooms) were taken by the FSO throughout the accounting period. (NAVSUP P-486, Vol.I/7101.1a) | 12 |
| FSA052. | Inventories were taken as required: (NAVSUP P-486, Vol.I/7100.3) a. Within 90 days of the last full physical inventory, and during the month of September (regular procedure). b. When there is evidence of unauthorized entry into that storeroom. c. Upon relief of the responsible bulk storeroom custodian, at FSO's discretion. d. Upon relief of the FSO. e. When directed by Type Commander, Major Claimant, Commanding Officer, Supply Officer or Food Service Officer. | 4 |
| FSA053. | (For NAVSURFPAC ships only) The most recent original rough inventory was in the accountability file. (NAVSUP P-486, Vol.I/7321) | 1 |
| FSA054. | A smooth inventory NS 1059 is signed and dated at the bottom of the page certifying correctness by the FSO. (NAVSUP P-486, Vol.I/7103.2) | 4 |
| FSA055. | FSO initialed the discrepancy listing and the the 5% difference of total expenditures listing. (NAVSUP P-486, Vol.I/7103.1c(1)) | 4 |

H. NAVSUP FORM 1059 - SUMMARY OF ISSUES TO THE GENERAL MESS

| | | |
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| FSA056. | FSO signature/date certifying issues to the GM was on the NS 1059. (NAVSUP P-486, Vol.I/7202) | 4 |
|---------|---|---|

I. DD FORM 200

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| FSA057. | DD 200 was prepared in all cases where personal responsibility is evident, there is an indication or suspicion of fraud or theft, or the loss is over \$500 (\$1,000 for LHD) per line item. (NAVSUP P-486, Vol.I/6000.4e) | 2 |
| FSA058. | DD 200 was properly prepared and distributed. (NAVSUP P-486, Vol.I/6001.8) | 2 |
| FSA059. | Copy of DD 200 was sent to cognizant Type Commander and sent to NAVSUP in all circumstances if the total | 2 |

| | | | |
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| | value of surveys exceeds \$5000. (\$10,000. For LHD's) on a monthly basis. (NAVSUP P-486, Vol.I/6001.7, 6000.2/.8F) | | |
| FSA060. | Certificate by veterinary/medical representative to be unfit for human consumption, if appropriate, was attached to DD 200. (NAVSUP P-486, Vol.I/6001.4c) | 2 | |
| FSA061. | A 7000 Series expenditure number was assigned before the survey was approved by the Approving Officer consisting of the service designator, UIC, four digit Julian Date and expenditure number. (NAVSUP P-486, Vol.I/6001.7-17a) | 1 | |
| FSA062. | Corrective actions and measures to prevent future occurrences were indicated on the DD 200. (NAVSUP P-486, Vol.I/6001.7-10) | 1 | |
| FSA063. | No food items ordered for sales to a private mess that were not authorized for use in the GM, were surveyed to GM. (NAVSUP P-486, Vol.I/4102.1-2) | 1 | |
| <u>J. NAVSUP FORM 1334</u> | | | |
| FSA064. | NS 1334 was prepared in all cases where: a. Material was short or lost in shipment, and the value of the loss was less than \$50 per line item. b. Food items were lost as a result of physical deterioration, veterinary sampling, damage in handling, fire, water, or similar circumstances, and the value of the loss is less than \$500 (\$1,000 for LHD) per line item or the loss of several items for the same reason is \$1,000 or less. (NAVSUP P-486, Vol.I/6000.5(a)(b)) | 2 | |
| FSA065. | Signature of the FSO was indicated at the end of the accounting period. (NAVSUP P-486, Vol.I/6002(a)(b)) | 1 | |
| FSA066. | NS 1334 has no repetitive entries of the same item for the purpose of circumventing maximum dollar limitations posted to NS 1334. (NAVSUP P-486, Vol.I/6000.4) | 1 | |
| <u>K. DD FORM 1149</u> | | | |
| FSA067. | DD 1149s used for requisitioning food items from supply sources are properly prepared and distributed. (NAVSUP P-486, Vol.I/4201.1) | 1 | |
| FSA068. | DD 1149s used for requisitioning food items from another end user are properly prepared and distributed. (NAVSUP P-486, Vol.I/4202.1) | 1 | |
| FSA069. | DD 1149s used for requesting sales from the general mess by other activities authorized to purchase subsistence items properly prepared and distributed. (NAVSUP P-486, Vol.I/6300) | 1 | |

L. DD FORM 1155

| | | |
|---------|---|---|
| FSA070. | DD 1155s used for definite delivery and indefinite delivery contracts are properly prepared and distributed. (NAVSUP P-486, Vol.I/4202.3) | 1 |
| FSA071. | Medical Representative signed DD 1155 certifying that food items received from other than PRIME vendors were fit for human consumption over stamped or typewritten name and rank/rate. (NAVSUP P-486, Vol.I/5202) | 4 |
| FSA072. | Recordskeeper records and circles exact quantities received, and signed and dated the responsibility statement that was entered on the DD 1155. (NAVSUP P-486, Vol.I/5204.3) | 4 |
| FSA073. | DD Forms 1155 and 1149 used for out-conus subsistence purchases includes ships information regarding foreign currency exchange rates. (NAVSUP P-486, Vol.I, Ch-1, 4101.2f) | 1 |

M. NAVSUP FORM 335

| | | |
|---------|---|---|
| FSA074. | A separate food item code (NS 335) was used for each item carried in stock with accurate item name, stock number, and unit of issue. (NAVSUP P-486, Vol.I/5402.1) | 2 |
| FSA075. | High and low limits were updated periodically to reflect current usage. (NAVSUP P-486, Vol.I/5402.1) | 2 |
| FSA076. | Receipts are properly posted to all NS 335s on the day of the receipt. (NAVSUP P-486, Vol.I/5402.2) | 2 |
| FSA077. | Surveys are properly posted to NS 335s on the day the surveys occurs. (NAVSUP P-486, Vol.I/6001.9) | 1 |
| FSA078. | GM issues are properly posted to all NS 335s on the day of consumption or turn-in. (NAVSUP P-486, Vol.I/6102, 6101.3) | 2 |
| FSA079. | Transfers are properly posted to all NS 335s on the day of transfer. (NAVSUP P-486, Vol.I/6206) | 2 |
| FSA080. | Sales of subsistence are properly posted to all NS 335s on the day of sale. (NAVSUP P-486, Vol.I/6307) | 2 |

N. NAVSUP FORM 1282 - GENERAL

| | | |
|---------|---|---|
| FSA081. | Each supplemental food item listed on the Pre-daily NS 1282 has the food item code listed. (NAVSUP P-486, Vol.I/6101.1) | 1 |
| FSA082. | Appropriate signatures were annotated on all pre-daily NS 1282s. (NAVSUP P-486, Vol.I/6101.2.3) | 2 |
| FSA083. | Smooth issue documents are kept in the accountability file. (NAVSUP P-486, Vol.I/7321.d) | 2 |

| | | |
|--|---|----|
| <u>O. NAVSUP FORM 1282 - GENERAL MESS ISSUES</u> | | |
| FSA084. | All items on the issue documents were required to prepare the menu. (NAVSUP P-486, Vol.I/6101.1) | 2 |
| FSA085. | Quantities that were issued were not in excess of requirements. (NAVSUP P-486, Vol.I/6101.5) | 2 |
| FSA086. | Unprepared food items left over at the end of the day (intended for use that day) are returned to the storeroom on the same day. (NAVSUP P-486, Vol.I/6101.3) | 2 |
| <u>P. NAVSUP FORM 1282 - PRIVATE MESS SALES</u> | | |
| FSA087. | A letter of authorization from the CO for the sale of food items is on file. (NAVSUP P-486, Vol.I/1113.3d and 6301.2) | 1 |
| FSA088 | A letter of authorization from the CO for sale of food items to activities other than Afloat Private Mess is on file. (NAVSUP P-486, Vol. I/1113.3d, 6301.2) | 1 |
| FSA089. | FSO has written authority for persons other than the mess manager or treasurer to sign requisitions. (NAVSUP P-486, Vol.I/6302.1) | 1 |
| FSA090. | Separate documents are prepared for galley produced bakery products. (GPBP) (NAVSUP P-486, Vol.I/6304) | 1 |
| FSA091. | A mess bill for the sale of food items was provided to each mess on or before the fifth of the month following the sale. (NAVSUP P-486, Vol.I/6305.1) | 1 |
| FSA092. | Private Messes paid the FSO within 15 days following the month in which the food items were purchased. (NAVSUP P-486, Vol.I, Ch. 1, 6305.2) | 12 |
| <u>Q. NAVSUP FORM 470</u> | | |
| FSA093. | FSO has designated in writing a cashier(s) to receive payment for meals sold. (NAVSUP P-486, Vol.I/1113.4d/2201.1a and Appendix B) | 1 |
| FSA094. | FSO has designated in writing an individual to be a collection agent or an authorized custodian. (NAVSUP P-486, Vol.I/113.4/2202.2d and Appendix B) | 1 |
| FSA095. | CO letter of authorization for a change fund was on file. (NAVSUP P-486, Vol.I/1113.3e/2201.1b2 and Appendix B) | 1 |
| FSA096. | All transfer of funds between cashier(s), collection agents and disbursing officers was accounted for on a NS 470 showing collection date, amount collected both in figures and words and signed by the individual authorized to deliver cash and the individual authorized to receive cash. (NAVSUP P- | 1 |

| | | |
|---------|--|---|
| | 486, Vol.I/2202e) | |
| FSA097. | All cash collected from sales were deposited with the Disbursing Officer: (NAVSUP P-486, Vol.I/2202.3) | 1 |
| | a. On or before the last day of each month, | |
| | b. On relief of the FSO, and | |
| | c. On relief of the CO aboard ships without Supply Corps officers. | |

PROCUREMENT/RECEIPT/STORAGE

A. PROCUREMENT

| | | |
|---------|---|---|
| FSA098. | Only authorized food items required for use in the GM to support the operation were procured and expended in the GM. (NAVSUP P-486, Vol.I/5203 and App. B) | 2 |
| FSA099. | Subsistence items purchased from a foreign source were not excessive in quantity and completely consumed or properly disposed of before entering a U.S. port. (NAVSUP P-486, Vol.I/4102.2D) | 2 |

B. RECEIPTS

| | | |
|---------|---|---|
| FSA100. | CO's letter of authority is on hand appointing an individual to receive subsistence items in the absence of the FSO or his assistant. (NAVSUP P-486, Vol.I/5203 and Appendix B) | 1 |
| FSA101. | Receipt inspector circled quantity actually received, signed, and dated all receipt documents. (NAVSUP P-486, Vol.I/5204.3) | 4 |
| FSA102. | Receipt invoices and delivery documents contained the statement that the bulk storeroom custodian accepted responsibility for the custody of the subsistence items received. (NAVSUP P-486, Vol.I/5206) | 4 |

C. STORAGE

| | | |
|---------|---|---|
| FSA103. | First-in/first-out principle is being used for stock rotation except when recent receipts of stocks have older dates of inspection than on hand stocks or visible deterioration is present. (NAVSUP P-486, Vol.I/5204.2C) | 4 |
|---------|---|---|

FOOD SERVICE MANAGEMENT (FSM) AUTOMATED SYSTEM

| | | |
|---------|--|---|
| FSA104. | Most current version and latest update of FSM2 is in use. (NAVSUP P-486, Vol. I, App. A) | 2 |
|---------|--|---|

| | | | |
|-----------------|--|---|--|
| FSA105. | (For NAVSURFPAC ships only) Private vendor contracts are current. (NAVSUP P-486, Vol.I/4202) | 1 | |
| FSA106. | Acceptability factors are updated into FSM. (NAVSUP P-486, Vol. 1, App. A) | 4 | |
| FSA107. | NAVSUP fixed price list (7330) has been posted and verified. (NAVSUP P-486, Vol.I/5402.1) | 4 | |
| FSA108. | The most current system back up is under lock and key. (NAVSUP P-486, Vol. I, App. A) | 1 | |
| FSA109. | FSM Implementation ID number has been deleted from the FSM Access Log. (NAVSUP P-486, Vol. I, App. A) | 1 | |
| FSA110. | A check of Drive "C" indicates no unnecessary programs that may interfere with FSM operations. (NAVSUP P-486, Vol. I, APP. A) | 1 | |
| FSA111. | FSM users other than the FSO do not have access to the Security Module, Systems Access or Hardware Configuration. (NAVSUP P-486, Vol. I, App. A) | 2 | |
| FSA112. | An instruction was prepared by the FSO to food service personnel covering the operation of the FSM computer and security. (NAVSUP P-486, Vol. I, App. A) | 2 | |
| FSA113. | Daily back-up disks are properly performed. (Appendix A)(NAVSUPINST. 5230.41A) | 2 | |
| FSA114. | FSM back-ups were taken at the following intervals: (NAVSUP P-486, Vol. 1, App A, sec. II) a. daily. b. each Friday. c. end of the month. d. inventory (prior to posting and after posting). | | |
| FSA115. | A statement certifying that the information on each FSM backup disk is correct, and to the best of my knowledge, signed and dated by the FSO, was attached to each kept disk. (NAVSUP P-486, Vol. I App. A, Sec. II) | 1 | |
| FSA116 | Accountable back-ups of the FSM System were maintained in the FSO's accountability file for one year. (NAVSUP P-486, App. A, Sec. II) | 1 | |
| <u>SECURITY</u> | | | |
| FSA117. | The grand master, master, duplicate master and original keys are properly maintained. (NAVSUP P-486, Vol.I/1202.3) | 2 | |
| FSA118. | Command and/or Department Instruction is in effect providing the location of a special duplicate key locker, control access to the locker and limits on the use of duplicate keys. (NAVSUP P-486, | 2 | |

| | | | | |
|---------|---|---|--|--|
| | Vol.I/1202.2) | | | |
| FSA119. | All padlocks used to secure food service spaces are of a key type and contain dead bolts with pin tumble types and consist of either brass or bronze. (NAVSUP P-486, Vol.I/1201) | 2 | | |
| FSA120. | All storage spaces are identified to indicate function and contents. The person responsible for the space is listed as well as a contact in an emergency. (NAVSUP P-486, Vol.I/1200 and 1203) | 2 | | |
| FSA121. | A secured safe with a three-tumbler combination lock or a locked container within a safe of this type is being used for the safekeeping of funds. (NAVSUP P-486, Vol.I/2202.2B) | 2 | | |

MAXIMUM POINTS: _____

LESS N/A POINTS: _____

ADJUSTED MAX POINTS: _____

INDIVIDUAL POINTS EARNED: _____

PULSE POINTS EARNED: _____

TOTAL POINTS EARNED: _____ %

INVENTORY VALIDITY WORKSHEET

DO AT LEAST A 50 LINE ITEM VALIDITY CHECK (25 DRY, 13 FROZEN, 12 CHILL)

| | FIC | NOMENCLATURE | *ONHAND | 335 | BAL | DIFF | TOT | EXP | YES | NO |
|----|-----|--------------|---------|-----|-----|------|-----|-----|-----|----|
| 1 | A | | | | | X | XX | | | |
| 2 | A | | | | | X | XX | | | |
| 3 | B | | | | | X | XX | | | |
| 4 | B | | | | | X | XX | | | |
| 5 | C | | | | | X | XX | | | |
| 6 | C | | | | | X | XX | | | |
| 7 | D | | | | | X | XX | | | |
| 8 | D | | | | | X | XX | | | |
| 9 | E | | | | | X | XX | | | |
| 10 | E | | | | | X | XX | | | |
| 11 | F | | | | | X | XX | | | |
| 12 | F | | | | | X | XX | | | |
| 13 | G | | | | | X | XX | | | |
| 14 | G | | | | | X | XX | | | |
| 15 | H | | | | | X | XX | | | |
| 16 | H | | | | | X | XX | | | |
| 17 | J | | | | | X | XX | | | |
| 18 | J | | | | | X | XX | | | |
| 19 | K | | | | | X | XX | | | |
| 20 | K | | | | | X | XX | | | |
| 21 | M | | | | | X | XX | | | |
| 22 | M | | | | | X | XX | | | |
| 23 | N | | | | | X | XX | | | |
| 24 | N | | | | | X | XX | | | |
| 25 | P | | | | | X | XX | | | |

TABLE A

| | | | | | | | | |
|----|---|--|--|--|---|----|--|--|
| 26 | Q | | | | | | | |
| 27 | Q | | | | | | | |
| 28 | Q | | | | | | | |
| 29 | Q | | | | | | | |
| 30 | Q | | | | | | | |
| 31 | R | | | | | | | |
| 32 | R | | | | | | | |
| 33 | R | | | | | | | |
| 34 | S | | | | X | XX | | |
| 35 | S | | | | X | XX | | |
| 36 | S | | | | X | XX | | |
| 37 | T | | | | X | XX | | |
| 38 | T | | | | X | XX | | |
| 39 | U | | | | X | XX | | |
| 40 | U | | | | X | XX | | |
| 41 | U | | | | X | XX | | |
| 42 | V | | | | | | | |
| 43 | V | | | | | | | |
| 44 | V | | | | | | | |
| 45 | V | | | | | | | |
| 46 | V | | | | | | | |
| 47 | W | | | | | | | |
| 48 | W | | | | X | XX | | |
| 49 | W | | | | X | XX | | |
| 50 | Y | | | | X | XX | | |

Five percent variance, based on total expenditures, is allowed for frozen meats and fresh fruits and vegetables (FFV). For all other items, no variance is allowed.

* Add quantity of expenditures not posted to NS 335, if any, and subtract quantity received not posted to NS 335 if any. Divide total number of valid items by the number of items validated to determine overall inventory validity. Compare this percentage to the Pulse Point Overall Scale to determine earned Pulse Point Score.

$$\frac{\text{\# Valid}}{\text{\# Counted}} = \frac{\text{\#}}{\text{\#}} \%$$

TABLE A

ATTACHMENT 3
TO ENCLOSURE (1)

FOOD SERVICE SUSTAINABILITY

Reference: Parenthetical chapter and part numbers refer to NAVSUP P-486, Vol. I, Revision 3, unless otherwise specified.

Pulse Point Grading Scales

| <u>Overall Scale</u> | <u>Point Scale 1</u> |
|----------------------|----------------------|
| 100 - 96 | 30 |
| 95.9 - 92 | 25 |
| 91.9 - 88 | 20 |
| 87.9 - 84 | 15 |
| 83.9 - 80 | 5 |
| 79.9 - Below | 0 |

Pulse Points:

FSS001. FOOD PREPARATION WORKSHEET: The Food Preparation Worksheet (NAVSUP 1090) is being effectively used as a management tool. The NS 1090 has an accuracy of _____. (Use Food Preparation Worksheet Validity Matrices, Tables B and C).

NOTE: Apply the Food Preparation Worksheet accuracy percentage to the Pulse Point Overall Scale to determine, from Point Scale 1, the appropriate number of points earned toward the overall Food Service Sustainability grade. (NAVSUP P-486, Vol. 1, Appendix I)

Pulse Point Score: _____.

GENERAL SUSTAINABILITY

A. PREPARATION/ACCEPTABILITY/CONSERVATION

| | | | |
|---------|--|---|--|
| FSS002. | General Messes having more than one MS assigned are properly using the NS 1090. (NAVSUP P-486, Vol.I/3101.1) | 2 | |
| FSS003. | NAVSUP 1090's are kept for 12 months afloat. (NAVSUP P-486, Vol. I, Appendix A Section 11.1E1A) | 2 | |
| FSS004. | All local recipes were developed and approved by the Food Service Officer. (NAVSUP P-486, Vol.I/3002) | 2 | |

B. NAVSUP FORM 338

| | | | |
|---------|--|---|--|
| FSS005. | Food Service Officer (FSO) will log on the Food Service Management weekly at a minimum and check the NAVUP Form 338 to make sure proper financial control of the mess and that the operation is within the established monetary allowance. (NAVSUP P-486, Vol.I/6103.3A) | 4 | |
|---------|--|---|--|

C. NAVSUP FORM 1358

| | | |
|---------|---|---|
| FSS006. | Rations allowed were correctly reported on the General Mess Summary Document (NAVSUP 1359) and supported by muster report. (NAVSUP P-486, Vol.I/7002.6) | 4 |
|---------|---|---|

D. MANAGEMENT

| | | |
|---------|--|---|
| FSS007. | Contingencies are established to facilitate meeting commitments during unique operational periods, i.e loss of steam, power or if the ship is on battle messing. (NAVSUP P-486, Vol.I/3300 and 3301) | 2 |
|---------|--|---|

| | | |
|---------|--|---|
| FSS008. | Applicable NAVSUP directives are followed and kept for one year. (As applicable) | 2 |
|---------|--|---|

| | | |
|---------|--|---|
| FSS009. | Required food service publications and notices were current. (NAVSUP P-486, Vol.I) | 3 |
|---------|--|---|

E. COMMAND RELATIONS

| | | |
|---------|--|---|
| FSS010. | An effective relationship exists throughout the command (positive response to requests for funds, maintenance of equipment, allocations of manpower and coordination of special requirements). (NAVSUP P-486, Vol.I/1103,1104.7) | 1 |
|---------|--|---|

| | | |
|---------|---|---|
| FSS011. | Command/Food Service Division Program is in effect to recognize outstanding personnel. (NAVSUP P-486 Vol.I/1104.4F) | 2 |
|---------|---|---|

F. FACILITIES, EQUIPMENT AND UTENSILS

| | | |
|---------|--|---|
| FSS012. | All food service equipment was operative or identified as Out of Commission (OOC) on the Supply Department 8 o'clock reports.(SURFSUP/1500 Fig.1-1) | 3 |
|---------|--|---|

| | | |
|---------|--|---|
| FSS013. | A preventive maintenance program for food service equipment is active, effective, and monitored by food service personnel. (OPNAVINST 4790.4B) | 3 |
|---------|--|---|

| | | |
|---------|--|---|
| FSS014. | A three compartment deep sink exists where adequate mechanical washing machines are not installed. Accessory equipment for the sanitizing sink included a booster heater, thermometer and drip/drain basket. (NAVMED P-5010, Ch. 1, Article 1-9) | 3 |
|---------|--|---|

G. SAFETY

| | | |
|---------|--|---|
| FSS015. | Preventive maintenance on fire safety equipment (such as CO2/PKP bottles) was in periodicity. (OPNAVINST 4790.4B/NSTM 555) | 6 |
|---------|--|---|

| | | |
|---------|---|---|
| FSS016. | Required Hydrostatic testing of steam jacketed kettles and high compression steam cookers and steam relief valves were completed according to maintenance scheduled. (NSTM 340.62, OPNAVINST 11010.16 PMS 6520/001 A-1) | 6 |
|---------|---|---|

H. TRAINING

| | | |
|---------|---|---|
| FSS017. | A long-range and short-range training program is established and promulgated. (NAVSUP P-421, CH-8 and OPNAVINST 3120.32C) | 2 |
| FSS018. | Constructive food service training is conducted on a regular schedule using ship/station and outside resources. (NAVSUP P-421, CH-8/8004.1) | 2 |
| FSS019. | Lesson plans are prepared and updated for each curriculum topic and individually approved and dated by the FSO. (NAVSUP P-421, Ch. 8) | 2 |
| FSS020. | All food service personnel have received a minimum of 4 hours initial and 4 hours annual refresher food sanitation training. Food Service Training Certificates are current for all food service personnel. (NAVMED P-50101.1, Ch. 1, Article 1-55) | 4 |
| FSS021. | Individual Mess Management Specialists demonstrate effectiveness of training received. (NAVSUP P-421, Ch. 8) | 3 |
| FSS022. | Mess Management Specialists PQS program is established and effective. (NAVSUP P-421, CH-8 and OPNAVINST 3500.34D) | 4 |
| FSS023. | Records of the following: (NAVSUP P421, CH. 8 and NAVMED P-5010, CH. 1, Article 1-55) a. Record of physical exam. b. Food handlers training certificate. | 2 |

I. SHIPBOARD SOLID AND PLASTICS WASTE MANAGEMENT (PRIME)

| | | |
|---------|--|---|
| FSS024. | An internal instruction is in effect that outlines policy, procedures and responsibilities for plastic waste storage and disposal. (NAVSUP P-486, Vol.I/3602 and OPNAVINST 5090.1) | 2 |
| FSS025. | Food Service personnel recognize the two types of plastic waste that is generated, problems presented by and requirements for storage of food contaminated and non-food contaminated plastic waste. (NAVSUP P-486, Vol.I/3601) | 2 |
| FSS026. | Procedures and receptacles (for plastic, pulpables, metals and glasses) are in place to promote source separation of wastes in the galley, mess, and scullery areas. (NAVSUP P-486, Vol.I/3602) | 2 |
| FSS027. | A program is in effect that educates food service | 2 |

personnel and the crew about the Navy's plastic waste program. (NAVSUP P-486, Vol. 1/3604)

PRIVATE MESSES

| | | |
|---------|---|---|
| FSS028. | Private Mess Officers, Mess Caterer and Mess Treasurer, were appointed in writing by the Commanding Officer (CO) for all messes other than the Flag Mess. (Flag Mess Treasurer was appointed by the embarked Flag Officer.) Personnel charged with custody and disbursement of public funds were not serving as Mess Treasurer. (NAVSUP P-486, Vol. II/3303.1 and NAVCOMPTMAN 041500.2.4) | 2 |
| FSS029. | Personnel other than the Mess Treasurer authorized to sign food requisitions/purchases and receive food items from the general mess, were assigned in writing by the Mess Treasurer. The Mess Treasurer verified all receipts. (NAVSUP P-486, Vol. II/3004.6) | 2 |
| FSS030. | The Mess Treasurer for each private mess properly prepares a monthly financial operating statement for the mess. (NAVSUP P-486, Vol. II/7003) | 3 |
| FSS031. | An Audit Board, appointed in writing by the CO, audits the monthly operating statement and cash accounts of each private mess. (NAVSUP P-486, Vol. II/7003) | 3 |
| FSS032. | The Mess Treasurer properly maintains receipt, expenditure, accounts payable, and accounts owed records, files, and supporting documents. (NAVSUP P-486, Vol. II/7002) | 2 |
| FSS033. | The Mess Treasurer properly maintains records of mess members, mess shares bought and sold, and rebates of mess shares/bills. (NAVSUP P-486, Vol. II/7002) | 2 |
| FSS034. | The Mess Treasurer properly calculated and collected from the Disbursing Officer the amount of COMRATS due the private mess for assigned enlisted personnel dining in the mess as related to meals eaten and total actual food costs. (NAVSUP P-486, Vol. II/7002 and NAVCOMP Vol. IV) | 3 |
| FSS035. | The Mess Treasurer properly reported to the Disbursing Officer and maintains records of enlisted personnel assigned to the mess (MSs/FSAs, or CPOs for private CPO messes) who are on leave/TAD for proper COMRATS accounting. (NAVSUP P-486, Vol. II/3004, and NAVCOMP Vol. IV) | 3 |
| FSS036. | Officer Private Messes that subsist from the General Mess (GM) do so with written NAVSUP approval. (NAVSUP P-486, Vol. II/5103) | 3 |

| | | | |
|---------|--|---|--|
| FSS037. | Private mess officers properly transferred all materials when relieved and documented the turnover with jointly signed relieving letter. (NAVSUP P-486, Vol. II/3008) | 2 | |
| FSS038. | All private mess records are kept for 3 years. (NAVSUP P-486, Vol. II/7002.12) | 2 | |
| FSS039. | Cash Handling. The Mess Treasurer properly handled funds in that: (NAVSUP P-486, Vol. II/7012) a. Pre-numbered receipts, in numerical sequence, are issued for each payment received by a mess account. b. A safe is provided for the Mess Treasurer and is located in a place where adequate security is maintained. c. If established, each mess will have separate bank accounts. The CO will establish the maximum amount of cash that can be held on board by the Mess Treasurer. d. Memorandum cash receipts are used when petty cash funds are provided for mess purchases and are held by the petty cash custodian until replaced by a receipt for the purchase. | 4 | |
| FSS040. | Inventory. Private messes properly conducted inventories of provisions in that: (NAVSUP P-486, Vol. II/7015) a. All provisions on hand procured by mess funds are inventoried on the last working day of each month. The inventory is taken by the Mess Treasurer and at least one member of the audit board and assisted by the leading mess petty officer. b. The Mess Treasurer and the senior member of the audit board independently complete the extensions and totals of the inventory sheets. Differences are reconciled the same day as the inventory. c. The original inventory is kept by the Mess Treasurer, and a copy is kept by the senior member of the audit board for verification at a future audit. | 3 | |
| FSS041 | Letter of authority to maintain the NAVSUP Form 1046 (Wardroom Officer/Mess Treasurer's letter authorizing MS's to maintain the NAVSUP Form 1046). (NAVSUP P-486, Vol. 1/1113.2G, 2201) | 1 | |
| FSS042. | The Food Cost Control Record is used. (Required only for messes with more than 20 member.) (NAVSUP P-486, Vol. II/7004.8) | 1 | |

FOOD PREPARATION WORKSHEET
ACTUAL PORTIONS PREPARED VALIDITY CHECK

| | DATE | AFRS | MENU/ITEM | UI/HD | 1282 | CONV | 1090 |
|----|------|------|-----------|-------|------|------|------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
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| 20 | | | | | | | |
| 21 | | | | | | | |
| 22 | | | | | | | |
| 23 | | | | | | | |
| 24 | | | | | | | |
| 25 | | | | | | | |

TABLE B

NAVSUP 1090 GRADE MATRIX A - Actual prepared based on
breakout (1090 Column, Attachment A)

| | A | B | C | D | E | F | G | H | I | TOT |
|-----|---|---|---|---|---|---|---|---|---|-----|
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
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| 20 | | | | | | | | | | |
| 21 | | | | | | | | | | |
| 22 | | | | | | | | | | |
| 23 | | | | | | | | | | |
| 24 | | | | | | | | | | |
| 25 | | | | | | | | | | |
| TOT | | | | | | | | | | |

B - All required signature blocks were signed

C - Cooking times and instructions were used effectively

D - Recipe numbers were indicated for all items served

E - "Ran-Out" items were annotated with time and actual headcount

F - Portions to prepare, actual prepared and leftovers were documented for all items

G - Leftover (cooked and uncooked) were properly accounted for

H - Acceptability factors were properly computed

I - Allowed and actual fed blocks were properly filled out

Divide total points earned by 225 (Total points possible.)

_____ $\frac{225}{\text{percent}}$ =

Compare percentage to the Pulse Point Overall Scale to determine earned Pulse Point Score.

= _____ Total Points

TABLE C

FOOD SERVICE CREW SUPPORT

Reference: Parenthetical chapter and part numbers refer to NAVSUP P-486, Vol. I, Revision 3, unless otherwise specified.

Pulse Point Grading Scales

| <u>Overall Scale</u> | <u>Point Scale 1</u> | <u>Point Scale 2</u> |
|----------------------|----------------------|----------------------|
| 100 - 96 | 25 | 10 |
| 95.9 - 92 | 21 | 8 |
| 91.9 - 88 | 17 | 6 |
| 87.9 - 84 | 13 | 4 |
| 83.9 - 80 | 9 | 2 |
| 79.9 - Below | 0 | 0 |

Pulse Points:

FSC001. SANITATION: A sanitation inspection of all food service spaces was conducted using the Food Service Sanitation Inspection form (NAVMED 6240/1, NSN 0105-LF-012-0700) with a resultant sanitation grade of _____. (NOTE: Apply the sanitation grade percentage to the Pulse Point Overall Scale to determine, from Point Scale 1, the appropriate number of points earned toward the overall Food Service Crew Support grade. (NAVMED P-5010) (Critical 1 pt. And Non-critical ½ pt.)

Pulse Point Score: _____

FSC002. FOOD PREPARATION: Various menu items were sampled and judged for appearance, flavor, texture and temperature. The resultant acceptability percentage grade is: _____. (Use Menu Sampling Worksheet, Table D) (NOTE: Apply the acceptability percentage grade to the Pulse Point Overall Scale to determine, from Point Scale 2, the appropriate number of points earned toward the overall Food Service Crew Support grade. (NAVSUP P-421, Ch. 4)

Pulse Point Score: _____

GENERAL CREW SUPPORT

A. MENU PLANNING GENERAL

| | | | |
|---------|--|---|--|
| FSC003. | A copy of the current General Mess Menu or a menu board was posted at the beginning of each serving line, and reflected actual items being served. (NAVSUP P-486, Vol.I/3201.1a) | 1 | |
| FSC004. | A Menu Planning/Menu Review Board was established, and effectively used as a management tool to reflect the crew's preferences. (NAVSUP P-421/5104.5) | 1 | |
| FSC005. | Menu reflects efficient use of manpower and equipment. (NAVSUP P-421/5102.1e) | 1 | |
| FSC006. | Menu planned using Armed Forces Recipe Service and/or locally approved recipes. (NAVSUP P-486, Vol.I/3002) | 1 | |

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| FSC007. | Meat block and other frequency chart(s) were developed and used as the basis for planning each cycle menu. (NAVSUP P-421, Ch. 5/5104.4,5105.2) | 1 | |
| FSC008. | The General Mess Menu has been submitted for command approval and signed by the Commanding Officer. (NAVSUP P-486, Vol.I/3006.5) | 1 | |
| FSC009. | Cycle menus are developed which saves time and allows an easier and more thorough analysis. (NAVSUP P-486, Vol.I/3006) | 3 | |
| FSC010. | Food Service Officer (FSO) has written authority from the Commanding Officer (CO) to make menu changes and maintains a file of changes. (NAVSUP P-486, Vol.I/3006.6) | 1 | |
| FSC011. | Current approved Cycle Menu has been reviewed and evaluated by a dietician. (NAVSUP P-486, Vol.I/3006.4) | 2 | |
| FSC012. | Fish and poultry are integrated throughout the menu cycle. (NAVSUPINST 4061.11G, CH-3) | 1 | |
| FSC013. | Speedline (if applicable) includes variety. (NAVSUP P-421/5110) | 1 | |
| B. <u>HEALTHY FOOD OPTIONS/WEIGHT CONTROL</u> | | | |
| FSC014. | Each of the <u>Pyramid Food Groups</u> is represented in the daily menu. (NAVSUP P-486, Vol.I/3005.4) | 1 | |
| FSC015. | Weight control information is accurate and up to date. (NAVSUP P-486, Vol.I/3005.4) | 1 | |
| FSC016. | Menu provides reduced calorie/healthy food options: (NAVSUP P-486, Vol.I/3005.4) a. A low calorie salad dressing, b. Low fat milk (when practical), c. An entree that isn't fried, d. An entree without gravy, e. An acceptable low calorie vegetable choice, f. A lower calorie, healthy dessert (such as fruit), g. Salad bar includes a tossed green salad (whenever possible), h. Smaller portions are made available upon request. | 4 | |
| FSC017. | High sodium foods are carefully spaced. (NAVSUP P-486, Vol.I/3005.4) | 1 | |
| FSC018. | Menu avoids reliance on snack food (e.g., potato chips) as starch item. (NAVSUP P-486, Vol.I/3005.3) | 1 | |

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| FSC019. | Breakfast includes a good source of vitamin C. (NAVSUP P-486, Vol.I/3005.4) | 1 | |
| FSC020. | Seasonal fruits and vegetables are incorporated when practical. (NAVSUP P-486, Vol.I/3005.4 and NAVSUP P-421/5105.5) | 3 | |
| FSC021. | Maximum use is made of the salad bar. (NAVSUP P-421, Vol.I/5105.5) | 4 | |
| FSC022. | High fat meats such as corned beef or spareribs and sausages such as knockwurst, Italian sausage or frankfurters are not served more than three times per week on the main serving line. (NAVSUP P-486, Vol.I/3005.4) | 1 | |
| <u>C. FOOD COMBINATIONS/SCHEDULING/VARIETY INNOVATIONS</u> | | | |
| FSC023. | Combinations of entrees are acceptable to most crewmembers. (NAVSUP P-421/5104.5 and NAVSUP P-486, Vol.I/3005.3) | 1 | |
| FSC024. | Menu items and effective use of the AFRS are scheduled with variety, type and frequency served. (NAVSUP P-486, Vol.I/3005.3) | 3 | |
| FSC025. | Theme meals/special meals/monotony breakers are scheduled. (NAVSUP P-486, Vol.I/3005.3) | 1 | |
| FSC026. | Soup ingredients differ from other menu selections (e.g., roast turkey - turkey rice soup). (NAVSUP P-486, Vol.I/3005.3) | 1 | |
| <u>D. PREPARATION/ACCEPTABILITY/CONSERVATION GENERAL</u> | | | |
| FSC027. | Appropriate food preparation thermometers were on hand, accurate, and used effectively in food preparation. (NAVSUP P-421/5118) | 4 | |
| FSC028. | Standard volume measuring devices and scales were on hand, accurate, and used effectively in food preparation. (NAVSUP P-421/5117) | 4 | |
| FSC029. | All food items prepared were being sampled during preparation and before serving. (NAVSUP P-486, Vol.I/1106.2) | 2 | |
| FSC030. | Progressive cooking principles were practiced. (NAVSUP P-421/5010.2) | 3 | |
| FSC031. | Substitute food items served to "finish" the line, equaled or exceeded the acceptability of the items replaced. (NAVSUP P-486, Vol.I/1106) | 2 | |
| FSC032. | Food conservation program are in effect to eliminate food waste. (NAVSUP P-486, Vol.I/3400) | 1 | |
| FSC033. | Number of personnel to be fed is accurately estimated. (NAVSUP P-486, Vol.I/3101.1) | 1 | |

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| FSC034. | Customer surveys are taken periodically to determine preferences. (NAVSUP P-421/5103.3) | 1 | |
| FSC035. | Suggestion box is available and effectively used. (NAVSUP P-486, Vol.I/3202) | 2 | |
| FSC036. | An officer or senior enlisted as assigned by the CO samples each meal served in the General Mess. (NAVSUP P-486, Vol.I/1100.1) | 2 | |
| <u>E. SERVING TECHNIQUES</u> | | | |
| FSC037. | All food placed on the serving line was kept covered until served. (NAVSUP P-421/7001.1) | 4 | |
| FSC038. | Food items are attractively and properly displayed on the serving line. (NAVSUP P-421/7003) | 4 | |
| FSC039. | Proper serving temperatures are maintained for hot and cold foods. (NAVMED P-5101 Art. 1-39) | 4 | |
| FSC040. | During meal service serving lines and salad bars are promptly cleaned and replenished. (NAVSUP P-486, Vol.I/3200-3201) | 4 | |
| FSC041. | Dinnerware is in adequate supply, properly air dried, appropriately cooled/warmed and arranged for efficiency. (NAVSUP P-421/7003.6) | 4 | |
| FSC042. | Food is served using properly sized and configured trays, pans, plates, utensils, etc. (NAVSUP P-421/7001) | 1 | |
| <u>F. MANAGEMENT</u> | | | |
| FSC043. | All levels of supervisory management thoroughly understand all phases of food service operations for which they are responsible. (NAVSUP P-486, Vol. I, CH-1, Chapter 1) | 3 | |
| FSC044 | The Recordskeeper has been designated in writing by the Food Service Officer. (NAVSUP P-486, Vol. 1/1107.2) | 1 | |
| FSC045 | The Bulkroom custodian has been designated in writing by the Food Service Officer. (NAVSUP P-486, Vol. 1/1107.3) | 1 | |
| FSC046. | Efforts are continuously made to improve the appearance and general working conditions of facilities and equipment. (NAVSUP P-486, Vol. I/Chapter 1) | 2 | |
| FSC047. | All Mess Management Specialists have read Navy Food Service (NAVSUP P-476), Food Flashes and all food service notices and instructions. (NAVSUP P486, Vol.I/3003) | 2 | |
| FSC048. | A current "Pledge of Service" is signed and appropriately displayed. (NAVSUP P-486, | 1 | |

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| Vol.I/1106.2u) | | | |
| FSC049. | Professionalism of personnel indicates pride in their work. (NAVSUP P-486, Vol.I/3200-3201) | 2 | |
| G. <u>FACILITIES, EQUIPMENT AND UTENSILS</u> | | | |
| FSC050. | Facilities, equipment and utensils are used in the most efficient manner possible and operated properly. (NAVSUP P-421/9003-9004) | 6 | |
| FSC051. | Thermostats are calibrated for fryers, oven and grills. (OPNAVINST 4790.4B PMS 6532/A-1R) | 2 | |
| H. <u>SAFETY</u> | | | |
| FSC052. | Safety devices including interlock switches, shielded toggle switches, temperature/pressure gauges, steam relief valves, and machinery guards are in place and in proper operating condition. (NAVSUP P-421, Ch. 3) | 6 | |
| FSC053. | Support stanchions, toggle pins or safety support chains are in place. (Gen. Specs, 622, 624B) | 3 | |
| FSC054. | Personnel are aware of and trained in the proper emergency procedures and use of emergency/safety devices. (NAVSUP P-421, Ch. 3/3002-3003) | 3 | |
| FSC055. | Safety hazards such as slippery floors, hot pipes, live steam, etc., do not exist. (NAVSUP P-421, Ch. 3/3003) | 3 | |
| FSC056. | All operating instructions, safety, sanitation, and fire precautions and smoking placards are posted appropriately. (NAVSUP P-421, Chap 3) | 3 | |
| FSC057. | Integral electrical wiring on all equipment is mounted and secured properly. There is no evidence of electrical shock hazards in any food service space. (OPNAVINST 510.19c Section C-9) | 6 | |
| FSC058. | Emergency lighting (provided by relay operated lanterns) for exits and above the inside door of General Mess spaces, refrigerated and dry provisions storerooms was installed and in good operating order. (Gen. Specs 332, para 25) | 3 | |
| FSC059. | Chill and freeze storerooms are configured with the capability for emergency escape, and emergency escape procedures are posted inside. (Gen. Specs 638e, para 50/NFPA Regs) | 3 | |
| FSC060. | A fixed fire extinguishing system is provided over deep fat fryers and continuous doughnut fryers with a 3" travel on fusible links. (Gen. Specs 555F/NFPA Regs/S9555-AR-MMO-010) | 3 | |

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| FSC061. | A remote activating station for installed fire fighting system is clearly labeled and is located at the exit to the door away from equipment. (Gen. Specs 555F/NSTM 555) | 3 | |
| FSC062. | The deep fat fryer cut-off switch was prominently labeled "CUT-OFF SWITCH DEEP FAT FRYER." (GSO-305) | 3 | |
| FSC063. | Shunt trip relay that de-energizes the electrical source to the deep fat fryer when the temperature reaches 430°F - 460°F is properly working. (Afloat PMS 6539/1, Q1R, Q2R/Ashore Tech Manual, Gen. Specs 320E) | 12 | |
| FSC064. | The deep fat fryer is not operated unattended or without a thermometer inserted. (NAVSUP P-421, Ch. 3, OPNAVINST 5100.19C) | 6 | |
| FSC065. | Pull chains on the steam-jacketed kettles were readily accessible without the risk of being burned from the steam relief valve. (Gen. Spec 651B, para 35) | 3 | |
| FSC066. | Guards were installed over the drive shafts/clutch plate of the scullery dishwashing machine. (Machines with exposed drive shafts only) (Gen. Specs 651B para 35) | 3 | |
| FSC067. | Grease trap pans are provided with latch to prevent slipping out during heavy seas. (MIL-G-2338L) | 3 | |
| FSC068. | Food service personnel are provided with protective clothing (i.e., rubber gloves and aprons, face shields and chemical safety goggles) for the performance of their duties. (OPNAVINST 5100.19C Section C-19) | 12 | |
| FSC069. | Knives and cutlery shall be stored and secured in provided knife racks. (GSF 651) | 3 | |
| FSC070. | Steam and water piping under and around steam kettles, where there is a danger of personnel coming into contact with hot piping, was enclosed by a perforated CRES or aluminum shield which surrounds the pipe with approximately 1/2" stand-off from the pipe. (NSTM 59086-VH-STM-010/Ch-635) | 3 | |
| <u>SANITATION</u> | | | |
| FSC071. | A Medical Department representative inspected Food service facilities, monthly recorded findings on NAVMED 6204/1 and kept copies of completed forms maintained by food service management personnel. (Articles 1-65, 1-66) | 2 | |

MAXIMUM POINTS: _____
 LESS N/A POINTS: _____
 ADJUSTED MAX POINTS: _____

COMNAVSURFLANTINST/
COMNAVSURFPACINST 5040.4J

INDIVIDUAL POINTS EARNED: _____
PULSE POINTS EARNED: _____
TOTAL POINTS EARNED: _____ %

ATTACHMENT 3
TO ENCLOSURE (1)

MENU SAMPLING

| | APPEARANCE (0-5) | FLAVOR (0-5) | TEXTURE (0-5) | TEMPERATURE (0-5) | TOTAL (0-20) |
|-----------|---------------------|-----------------|------------------|----------------------|-----------------|
| MENU ITEM | | | | | |
| Soup | | | | | |
| Salad | | | | | |
| Entree | | | | | |
| Vegetable | | | | | |
| Starch | | | | | |
| Dessert | | | | | |
| Bread | | | | | |
| TOTAL | | | | | |

(The maximum points for each menu item under each section is five points. If more than one item per category is served, score each item separately and calculate the average.)

Add total points and divide by the maximum available points (140) to obtain adjective grade percentage

_____ ÷ _____ 140 = _____%

Compare this percentage to the Pulse Point Overall Scale to determine earned Pulse Point Score.

TABLE D

RETAIL OPERATIONS ACCOUNTABILITY

Reference: Parenthetical numbers refer to NAVSUP P-487 unless otherwise specified.

Pulse Point Grading Scales

| <u>Overall Scale</u> | <u>Point Scale 1</u> | <u>Point Scale 2</u> |
|----------------------|----------------------|----------------------|
| 100 | 50 | 30 |
| 99.9 - 96 | 45 | 25 |
| 95.9 - 92 | 25 | 20 |
| 91.9 - 88 | 10 | 10 |
| 87.9 - Below | 0 | 0 |

Pulse Points:

ROA001. Sample inventory of 50 items in the bulk storerooms compared to the Stock Record Master List resulted in an inventory accuracy of ____%.

(NOTE: Apply the inventory accuracy percentage to the Pulse Point Overall Scale to determine, from Point Scale 1, the appropriate number of points earned toward the overall Retail Operations Accountability grade.)

Pulse Point Score: _____

ROA002. No security violations have occurred or were discovered.

(NOTE: Apply the adjective grade result of below scale to Point Scale 2 to find the appropriate number of points earned toward the overall Retail Operations Accountability grade.)

| | |
|-----------------|--|
| Excellent | No access was gained, all hinges and locks in place. |
| Good | Minor security violations were found, access was not compromised, all locks in place. |
| Satisfactory | One or more spaces had only one security lock in place. |
| Conditional Sat | Two or more spaces had more than one security violation, or access was gained to one minor space (minor space i.e., vending machine). |
| UNSATISFACTORY | Access was gained to more than two minor spaces; one major space (i.e., ship's store, bulk storeroom, vending storeroom) or cash from any space. |

Pulse Point Score: _____

A. GENERAL ACCOUNTABILITY

| | | | | |
|---------|--|---|--|--|
| ROA003. | Transfer of accountability for ship's store stock was documented on a DD 1149 and placed in the Kept Returns. (9500, 1106) | 1 | | |
| ROA004. | The records keeper was not assigned to receive and inspect Ship's Store merchandise. (1006) | 2 | | |

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| ROA005. | Retained returns were arranged in order with substantiating documents for a period of 2 years. (1106, 9401, 9404, 9402 & App F1) | 5 | |
| ROA006. | The following required manuals/ROM logs were maintained: (1106 & 1107 & SURFSUP CH. 12) a. Requisition Log. b. Purchase Order Log. c. Special Order Log. d. Expenditure Invoice Log. e. Car Seal Log. f. Credit Memorandum Log. | 4 | |
| ROA007. | All Letters of Authority/Job Qualifications Requirements (JQR) were on file and current. These include: a. Designating the records keeper to sign Intra store Transfer Document (NAVSUP Form 973). (6102) b. Change fund authorization for retail outlets. (2210, 2211) c. Designating duties and financial accountability of the Ship's Store Officer. (1005) d. Designating Cash Collection Agent and responsibilities. (2220-2225) e. Access to Function 15 of ROM(Resale Operation Corrections). (1106, 1008, App F) f. Assignment of responsibility for each accountable space and service activity. (1006, 1008) g. Supply Officer authorization for Ship's Store personnel to remain in an accountable space in excess of 8 consecutive months. (SURFSUP, Chapter 12) h. There was a Commanding Officer's letter approving hours of operation for Ship's Store and related service activities. (2001, App D) | 4 | |
| ROA008. | Ship's Store Afloat (SSA) Files were established and properly maintained. (1106, App. C) | 3 | |
| ROA009. | Entries made in Ship's Store logs, records, and forms were neat, orderly, always in ink or computer typed, and corrections were lined out and initialed. (1106 & 1107) | 2 | |
| ROA010. | Ship's Store Accountability File(SSA-21) was kept under lock and key. (1106) | 10 | |
| ROA011. | Only authorized personnel have access to the Retail Operations Management (ROM) computer system. (1107) | 3 | |
| ROA012. | The ROM Stock Record Master List was current and accurate as determined by: | 5 | |

| | | | |
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| | a. All items in stock were authorized. (NEXCOM PUB 81) | | |
| | b. Ship's store stock was limited to a 90-day supply and maximum number of line items. (3330) | | |
| | c. High and Low limits had been determined. (3331) | | |
| | d. Retail price was established using the ROM markup table or NEXCOM Pub 81. (2100) | | |
| | e. All items of stock were designated with correct department codes. (NEXCOM PUB 81 & 4020) | | |
| | f. The issue cost price was rounded off to the nearest cent on the NAVSUP 464 based on the last receipt price. (2101) | | |
| ROA013. | The Stock Record Master List without inventory quantity was available to accountable outlet custodians. (3320) | 3 | |
| ROA014. | The Stock Record Card Detail Ledger was reviewed for discrepancies and annotated where applicable. (9100) | 5 | |
| ROA015. | The correct appropriation was used to procure items and services listed in NAVSUP P-487. (4220,4401,4440,4441) | 1 | |
| ROA016. | Purchase Orders (DD 1155)/Requisitions (DD-1149/DD-1348) were correctly prepared with all applicable blocks completed. (4012,4021, 4022 & 4201) | 5 | |
| ROA017. | When a simplified purchase order was submitted and approved by NEXCOM, the confirmation was attached to the accountable receipt document. (4202) | 1 | |
| ROA018. | Purchase Orders for emblematic stock were certified and signed by the senior Supply Officer. (3101) | 2 | |
| ROA019. | ROM posted receipts were verified for accuracy against the Journal of Receipts (NAVSUP Form 977) for quantity and extension errors. (5300,5303,5101,4203,4222) | 6 | |
| ROA020 | Quantities received on purchase orders or requisitions were circled indicating actual quantity received. (5101) | 2 | |
| ROA021 | Corrections to quantities ordered or received were lined out and initialed on all documents. (5101, 5106, 5107 & 1106) | 2 | |
| ROA022. | Accountable receipt documents were stamped and signed by the responsible custodian. (5105 & SURFSUP CH. 12) | 3 | |
| ROA023. | Receipts signed by the responsible custodian were forwarded to the Ship's Store Officer for comparison with Receipt Inspector copy, then filed in the Accountability File (SSA-21). (5200 & 5201) | 3 | |
| ROA024. | Partial shipments of merchandise were assigned a | 1 | |

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| | separate receipt number and processed correctly. (5102) | | |
| ROA025. | Receipts over/short from Other Supply Officers were correctly processed and documented. (5106) | 3 | |
| ROA026. | When Material was received without a receipt document, a "Dummy Invoice" was prepared. (5003) | 1 | |
| ROA027. | The Senior Supply Officer verified accountable receipts and DAO-CL receipts against the transmittal listing/letter before submission. (5305) | 3 | |
| ROA028. | A negative report was submitted when there were no receipts for the month. (5305) | 1 | |
| ROA029. | Receipts are being verified against the vendor's invoice before filing in SSA files. (5103, 5401 & 5403) | 5 | |
| ROA030 | An amendment of Solicitation/Modification of contract (Standard Form 30) was issued for all corrections of a purchase order and properly distributed. (4205) | 2 | |
| ROA031. | Vendors were being contacted for shortages of merchandise or incorrect invoices. (5103, 5401 & 5403) | 3 | |
| ROA032. | Accounting adjustments in excess of \$10.00 were prepared, posted to the Journal of Receipts and transmitted to DAO-CL to cover previously transmitted receipt differences. (5306) | 3 | |
| ROA033. | The Unmatched Expenditure and Fleet Fast Pay Listings were processed and required action was taken to correct discrepancies. (5307) (DAO-CLINST 7200.1) | 10 | |
| ROA034. | Receipts directly turned over to the ship's store (DTO) or received into a combined operation were extended at cost and retail price and processed/posted correctly. (5301 & 5302) | 3 | |
| ROA035. | Cash refunds and credit memorandums (DD-1149) were prepared, processed and posted on the journal of receipts. (7523,7532) | 5 | |
| ROA036. | Retail Price changes were prepared and posted correctly. (2101,2102,7101,7404,7406 & 7407) | 6 | |
| ROA037. | Appropriate accounting data and expenditure numbers were indicated on each expenditure document and verified against the Journal of Expenditures (NAVSUP 978) and expenditure invoice log. (7001 & 7002) | 2 | |
| ROA038. | Survey documents (DD 200) were correctly prepared and cited the correct appropriation. (7100-7105) | 3 | |
| ROA039. | A Surveying Officer was assigned, and disposition of surveyed stock was recommended. (7104) | 3 | |
| ROA040. | The survey documents (DD-200) for merchandise in the retail outlet showed a retail extension and was posted to the Financial Control Record (NAVSUP Form 235). (7105) | 2 | |

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| ROA041. | Documents, which substantiate transfers to Other Supply Officers, were prepared and filed correctly. (7200) | 2 | |
| ROA042. | Transfers to Other Supply Officers were summarized on a NAVCOMPT 176 and submitted with the returns. (7201) | 2 | |
| ROA043. | Issues to Ship's Use (General Stores, General Mess, and transfers to special accounting class 207 ships) for authorized merchandise, were prepared, processed, and posted correctly. (7300,7321,7322, SURFSUP CH. 12) | 5 | |
| ROA044. | Receipts from General Stores or General Mess were posted as a credit receipt on the Journal of Expenditures. (4104 & 4105) | 1 | |
| ROA045. | Intra store Transfer (NAVSUP Form 973) was prepared, completed with issued/received quantities, and signed by required personnel. (6101-6105) | 5 | |
| ROA046. | The accountable Intra Store Transfer (NAVSUP 973) for breakouts/breakbacks) were verified against the ROM final print and the Financial Control Record (NAVSUP 235). (6103 & 6104) | 2 | |
| ROA047 | The NAVSUP Form 235 was balanced monthly for a self-serve store and placed in the Retained Returns. (9000, 9001) | 3 | |
| ROA048. | Breakout/breakback documents were distributed correctly and personnel concerned kept a copy. (6103 & 6104) | 2 | |
| ROA049. | The NAVCOMPT 153 was audited for accuracy and all entries were substantiated with the required documents. (9201-9404) | 10 | |
| ROA050. | There are no corrected documents in the Retained Returns requiring resubmission to DFAS. (9201) | 3 | |
| B. <u>INVENTORY</u> | | | |
| ROA051. | Inventories were performed when required. (9000 & 2402) | 3 | |
| ROA052. | The two-count system was used for inventories. (9002) | 3 | |
| ROA053. | The inventory teams consisted of authorized personnel. (9002) | 5 | |
| ROA054. | Corrections to the Inventory count sheets (NAVSUP Form 238) were correctly done with a line out and an initial. (9006 & 9008) | 3 | |
| ROA055. | Inventory count sheets were verified against the ROM print for quantity and price discrepancies. (9010) | 5 | |
| ROA056. | Inventory sheets were distributed correctly. (9009) | 3 | |

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| ROA057. | Inventory count sheets and summary sheets were signed by responsible personnel, relieving personnel (when required), and the Ship's Store Officer. (9011 & 9012) | 3 | |
| ROA058. | Each space, upon completion of the inventory, was sealed with a car seal and the number was recorded on the Inventory Count Sheet (NAVSUP Form 238). (9007) | 3 | |
| ROA059. | The inventory difference list was investigated, corrective action documented, signed by the Sales Officer and filed in the Retained Returns. (9008 & 9100) | 3 | |
| <u>C. CASH CONTROL</u> | | | |
| ROA060. | Cash Sales Invoices (DD-1149) reviewed, were in agreement with the Cash Register Record (NAVSUP 469) and the Cash Collection Agent's Cash Receipt Book (NAVSUP 470). (2231) | 10 | |
| ROA061. | Emergency cash handling procedures were followed when the cash register was inoperative and there was no backup. (2202-2241, SURFSUP CH. 12) | 2 | |
| ROA062. | Vending machine coin meters/cash totalizers were installed and working correctly. (2414) | 3 | |
| ROA063. | The cash books were audited by the Sales Officer when required and amounts posted to ROM were verified. (2231) | 4 | |
| ROA064. | The Over-ring/Refund Voucher (NAVSUP Form 972) was correctly prepared and documented in the NAVSUP 469. (2206 & 2207) | 3 | |
| ROA065. | Change funds entrusted to the Cash Collection Agent are verified monthly by an officer other than the Ship's Store Officer, who is designated by the CO. (2211) | 3 | |
| ROA066. | Collections from all retail spaces, vending machines and dollar bill changers were collected as required. (2220, 2411 & 2601) | 2 | |
| ROA067. | Corrections to the Cash Register Record (NAVSUP 469) and the Cash Receipt Book (NAVSUP 470) were lined out and initialed. (2225) | 3 | |
| ROA068. | The required personnel signed cashbooks. (2225) | 3 | |
| ROA069. | The Cash Register Record (NAVSUP 469) and the Cash Receipt Book (NAVSUP 470) were balanced and closed correctly at the end of each month. (2225 & 2230) | 3 | |
| ROA070. | The Ship's Store Officer investigated all overages/shortages over \$5.00 without an over ring/refund voucher. (2225) | 2 | |
| ROA071. | When the retail spaces were closed for 72 or more hours, an entry was made in the cash books. (2225) | 1 | |

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| ROA072. | The cash sales invoice was prepared correctly and signed. (2231 & 2232) | 2 | |
| ROA073. | A separate cash book was used for each retail outlet or vending machine and was correctly documented with cash received. (2225, 2401 & 2411) | 1 | |
| ROA074. | Cash register tape is securely locked within the register and only accessible to the person making collections. (2202) | 3 | |
| <u>D. SECURITY</u> | | | |
| ROA075. | ROM backup tapes/disks for present and past accounting periods were maintained under lock and key in the Ship's Store Accountability File (SSA-21). (1106, SURSUP, & ROM TUG). | 2 | |
| ROA076. | Emergency entry procedures were prepared and posted on each accountable space. (1105 & 1202) | 2 | |
| ROA077. | ROM security access rights list, passwords, and App F of the ROM Terminal User's Guide, were maintained in the accountability file (SSA-21). (1106) | 2 | |
| ROA078. | Keyless padlocks and a dead bolt door lock or high security key type padlock were used on the entrance to Group III spaces. (1201) | 3 | |
| ROA079. | All ship's store stock was stowed under lock and key and the responsible custodian has the only access. (1201 & 6000) | 3 | |
| ROA080. | High security hasps were used on Group III spaces. (1201) | 3 | |
| ROA081. | Door hinges and hasps with hinge pins were tack welded or tamper proof to preclude removal. (1201) | 2 | |
| ROA082. | All display cases and windows will be wire reinforced glass or 3/8 inch thick Plexiglas. (SURFSUP CH. 12) | 2 | |
| ROA083. | Any window capable of being opened will be secured on the inside with a padlock. (SURFSUP CH. 12) | 2 | |
| ROA084. | All working keys to Group III spaces were locked in an individual glass fronted security key box when the space is secured for the day. (1201, SURFSUP CH. 12) | 3 | |
| ROA085. | Keyless padlock combinations, "setting in keys", and duplicate keys for Group III spaces, money boxes, cash registers, vending machines, and amusement machines were placed in signed, sealed, and dated envelopes and combinations could not be read through the envelope. (1201) | 3 | |
| ROA086. | Coin and dollar bill money boxes were locked with a key or keyless padlock and the required personnel had custody of the key or combination. (1201) | 3 | |
| ROA087. | Amusement machines and dollar bill changers had wire mesh or a restraining bar attached, crossing the | 3 | |

| | | | | |
|---------|--|---|--|--|
| | front of the coin box. (1201 & 2600) | | | |
| ROA088. | Duplicate keys to Group IV spaces were kept in the Supply Office or the Supply Officer's safe. (1203) | 1 | | |
| ROA089. | Combinations for all Group III keyless padlocks and safes in the ship's store have been changed every 6 months and upon the relief of the Ship's Store Officer and/or the responsible custodian. (1201) | 2 | | |
| ROA090. | Car seals are placed on outlets with more than one operator. (1204) | 2 | | |
| ROA091. | When more than one operator is responsible for an outlet, the working key for the deadbolt/high security padlock will be kept in the custody of the Ship's Store Officer or a designated individual other than the Operator(s) and a Log book will be maintained. (1201) | 2 | | |

MAXIMUM POINTS: 359(279/80)
 LESS N/A POINTS: _____
 ADJUSTED MAX POINTS: _____
 INDIVIDUAL POINTS EARNED: _____
 PULSE POINTS EARNED: _____
 TOTAL POINTS EARNED: _____

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RETAIL OPERATIONS SUSTAINABILITY

Reference: Parenthetical numbers refer to NAVSUP P-487 unless otherwise specified.

Pulse Point Grading Scales

| <u>Overall Scale</u> | <u>Point Scale 1</u> |
|----------------------|----------------------|
| 100 - 98 | 25 |
| 97.9 - 95 | 15 |
| 94.9 - 90 | 10 |
| 89.9 - 80 | 5 |
| 79.9 - Below | 0 |

Pulse Points:

| | |
|-----------------|---|
| ROS001. | Disproportionate or excessive differences were documented and corrective action was taken. |
| (NOTE: | Apply the adjective grade result of below scale to Point Scale 1 to determine the appropriate number of points earned toward the overall Retail Operations Sustainability grade.) |
| Excellent | No excessive or disproportionate differences exist. |
| Good | One period with excessive differences. |
| Satisfactory | Two periods with excessive differences or one reported disproportionate difference. |
| Conditional Sat | Two periods of reported disproportionate differences or more than two excessive differences. |
| UNSATISFACTORY | More than two periods of reported disproportionate differences or one period of unreported disproportionate difference. |

Pulse Point Score:_____

A. STOCK TURN

| | | |
|---------|---|---|
| ROS002. | Stock turn of 4.0 per year was achieved (3305) (SURFSUP). | 4 |
| ROS003. | POAMs were developed and forwarded to TYCOM when over authorized inventory limit. (SURFSUP) | 3 |
| ROS004. | Excess stock lists were prepared and disseminated when over inventory levels or not meeting stock turn and transfers to Other Supply Officers were aggressively sought. (3333) | 3 |
| ROS005. | Unsaleable stock and guaranteed sales merchandise was disposed of properly (returned to vendors/markdowns/surveys) when over inventory levels or not meeting stock turn. (3133,3333-3335) | 3 |

B. GENERAL SUSTAINABILITY

| | | | |
|---------|--|---|--|
| ROS006. | A current list of mandatory and basic stock items was prepared and available to ship's store personnel for use as a management tool. (3000) | 3 | |
| ROS007. | An Inventory Control Record and Monthly Management Report were reviewed, verified and maintained on file. (3311, APP F) | 3 | |
| ROS008. | Emblematic items were bought according to applicable directives. (3100, 3101) (SURFSUP) | 3 | |
| ROS009. | The following required publications/manuals were current and on hand: (1106) a. Ship's Store Afloat (NAVSUP P-487). b. CARGO (NAVSUP-P4998). c. Rate training manuals. d. Ship's Store Contract Automated Bulletin (ACB). e. Ship's Store Afloat Automated Catalog (ASL). f. Ship's Store Afloat Handbook (NEXCOM Pub 17). g. Ship's Store Visual Merchandising Guide (NEXCOM Pub 90-33). h. Merchandising and Stocking Guide (NEXCOM Pub 81). | 4 | |
| ROS010. | The GROSS profit for retail Ship's Store met the overall minimum 12 percent, maximum 15 percent limitation. (8003/Appendix F) | 3 | |
| ROS011. | The Gross profit for the vending machine operation met the overall minimum of 40 percent, maximum 55 percent. (8003/Appendix F) | 3 | |
| ROS012. | Key reports were printed and maintained at the end of each work week and retained for the entire accounting period and then filed as part of retained returns: (SURFSUP) a. Stock Record Master List. b. Journal of Receipts (NAVSUP Form 977). c. Journal of Expenditures (NAVSUP Form 978). d. Number Control Log (NAVSUP Form 980). e. Ship's Store Financial Control Record (NAVSUP Form 235). | 3 | |
| ROS013. | Price validity verifications were on file (min 25% of the total line items per week) and were verified against the Stock Record Master List. (SURFSUP) | 3 | |
| ROS014. | Bulk inventory validity verifications were on file (min 25% of the total line items per week) and were verified against the Stock Record Master List. | 3 | |

| | | | | |
|--------------------|--|---|--|--|
| | (SURFSUP) | | | |
| ROS015. | A copy of the informal examination, when an excessive difference occurred, is filed with the retained returns. (9102 & SURFSUP) | 2 | | |
| ROS016. | A letter/message report was forwarded to the appropriate commands (copy on file in retained returns) when a disproportionate difference occurred. (9102 & SURFSUP, Chapter 12) | 2 | | |
| C. <u>TRAINING</u> | | | | |
| ROS017. | Lesson plans are prepared and updated for each curriculum topic and individually approved and dated by the Ship's Stores Officer. (SURFSUP) | 2 | | |
| ROS018. | Job rotation is well planned and carried out effectively. (SURFSUP) | 1 | | |
| ROS019. | There is an up to date organizational chart in the S3 division office. (Appendix A) | 1 | | |

MAXIMUM POINTS: 74 (49/25)
 LESS N/A POINTS: _____
 ADJUSTED MAX POINTS: _____
 INDIVIDUAL POINTS EARNED: _____
 PULSE POINTS EARNED: _____
 TOTAL POINTS EARNED: _____

RETAIL OPERATIONS CREW SUPPORT

Reference: Parenthetical numbers refer to NAVSUP P-487 unless otherwise specified.

Pulse Point Grading Scales

| <u>Overall Scale</u> | <u>Point Scale 1</u> |
|----------------------|----------------------|
| 100 | 50 |
| 99.9 - 96 | 45 |
| 95.9 - 92 | 25 |
| 91.9 - 88 | 10 |
| 87.9 - Below | 0 |

Pulse Points:

ROC001. Sample price verification of 50 items in the Ship's Store compared to the Stock Record Master List resulted in an accuracy of ____%.

(NOTE: Apply the accuracy percentage to the Pulse Point Overall Scale to determine, from Point Scale 1, the appropriate number of points earned toward the overall Retail Operations Crew Support grade.)

Pulse Point Score: _____

A. LAUNDRY SERVICES

| | | | | |
|---------|---|---|--|--|
| ROC002. | Hours of operation and laundry schedule are established, posted and meet the minimum recommended standards. (2001,2510,2511, & Appendix D) | 1 | | |
| ROC003. | Laundry facilities and equipment are considered adequate to service the crew. (2510 & 2511) | 2 | | |
| ROC004. | The finished work in the laundry was examined and displayed quality. (2512 & Appendix D) | 2 | | |
| ROC005. | All required laundry and dry cleaning logs are properly maintained. (2512, 2517 & 1106) | 3 | | |
| ROC006. | Approved Navy wash formulas and instructions are being used in the laundry. (2512)(NAVEDTRA 10176) | 2 | | |
| ROC007. | A red letter warning sign "DO NOT USE FLAMMABLE DRY CLEANING FLUID IN THIS SPACE", was posted near the dry cleaning machine. (GSFS 655E) (Appendix D) | 3 | | |

B. BARBER SHOP SERVICES

| | | | | |
|---------|--|---|--|--|
| ROC008. | Hours of operation are posted and meet the minimum recommendation. (2001 & Appendix D) | 1 | | |
| ROC009. | All required signs were posted. (Appendix D) | 1 | | |

C. BULK STOREROOM

| | | |
|---------|---|---|
| ROC010. | All boxes/containers of stock in the storeroom are marked with the month and year of receipt and policy of issuing old stock first was being followed. (6000) | 3 |
| ROC011. | Only items of ship's store stock were found in the storerooms. (3005, 6000) | 1 |
| ROC012. | Stowage of confections and food items was adequate. (6000, 6003-6005) | 2 |
| ROC013. | Flammable stock was identified on the Stock Record Cards (NAVSUP Form 464) to facilitate stowage and posting of required signs. (6008) | 3 |

D. SALES OUTLETS

| | | |
|---------|---|---|
| ROC014. | Vending machines are working properly and filled. (2300 & Appendix D) | 3 |
| ROC015. | Hours of operation are posted and meet minimum recommendations. (2001 & Appendix D) | 1 |
| ROC016. | Ship's Store merchandise is correlated and displayed neatly. (Visual Merchandising Guide) (2002 & Appendix D) | 1 |
| ROC017. | Mandatory and basic stock items are on the shelf. (3000/Appendix D) | 3 |
| ROC018. | All policy signs are posted for customer assistance. (Appendix D) | 1 |
| ROC019. | The ship's store did not contain unauthorized items. (NEXCOM PUB 81) | 1 |
| ROC020. | Merchandise approaching expiration date was identified and markdowns were taken to reduce the loss of ship's store profits. (7400-7403) | 3 |
| ROC021. | Expired food items were not available for resale. (7400-7403, APP D) | 4 |
| ROC022. | Each item of merchandise is individually priced or, when authorized, the shelf is marked. (2104 & Appendix D) | 3 |
| ROC023. | Merchandise sold to the command's Welfare and Recreation Fund was being sold at retail price. (2103) | 2 |
| ROC024. | Credit is not extended. (2200) | 3 |

E. SAFETY

| | | |
|---------|---|---|
| ROC025. | All service equipment and safety devices are in good condition and working properly. (2300, 2512, 2516)(NAVEDTRA 10176) | 5 |
|---------|---|---|

| | | | | |
|-----------------------------|---|---|--|--|
| ROC026. | Equipment safety precautions and operating instructions are posted in respective areas. (2516, APP D) | 3 | | |
| ROC027. | Eye protection, rubber apron and gloves are available for corrosive material handling, and being used. (NAVMED P-5010) | 3 | | |
| ROC028. | Only non-flammable dry cleaning solvent (Perchloroethylene) is being used in the dry cleaning plant. (Appendix D) | 3 | | |
| ROC029. | Dryer primary and secondary lint screens were clean and in good repair. (NAVEDTRA 10176, APP D) | 3 | | |
| ROC030. | Washer/extractor automatic programmer is being used. (NAVEDTRA 10176) (2300) | 3 | | |
| ROC031. | Adequate lighting was in all spaces. (2300/Appendix D) (NAVEDTRA 10176) | 3 | | |
| ROC032. | Light bulb guards/covers are on all light fixtures. (2300) | 3 | | |
| ROC033. | Lagging on steam pipes is in good condition. (2300) (NAVEDTRA 10176) | 3 | | |
| ROC034. | Laundry products in the laundry are stored in closed metal containers. (NAVEDTRA 10176) | 2 | | |
| ROC035. | Ventilation is considered adequate in all spaces. (6000-6008) (APP D) (NAVEDTRA 10176) | 3 | | |
| ROC036. | Emergency lighting is working in all spaces. (GSFS 331) | 3 | | |
| ROC037. | A rubber standing mat was provided for the barber. (GSFS 634) | 2 | | |
| ROC038. | Vending machines are secured to the deck or bulkhead and either electrically hardwired or plugged (with a valid safety check). (NEXCOM Pub 17)(NSTM Chapter 300) (GSFS 300) | 3 | | |
| ROC039. | Flammable items in the storeroom were properly stowed. (6008) | 2 | | |
| F. <u>SANITATION</u> | | | | |
| ROC040. | Cleanliness in the sales outlets and service activities was maintained. (2301, 2504, 2516 & Appendix D, 2415, 2437) | 5 | | |
| ROC041. | Personal appearance of all Ship's Store personnel is neat and clean. (APP D) | 2 | | |
| ROC042. | Both hot and cold water was provided in the laundry and barbershop. (2516) (NAVEDTRA 10176) (NAVMED P-5010) | 3 | | |
| ROC043. | Soap and paper towel dispensers are installed where required. (NAVEDTRA 10176) | 2 | | |

| | | | |
|---------|--|---|--|
| ROC044. | Sanitation regulations are posted in each Ship's Store space. (2301) | 3 | |
| ROC045. | The Medical Department conducted sanitation inspections as required and maintained documentation is on file. (2415 & 2504) (NAVMED P-5010) | 3 | |
| ROC046. | Clipper blades, scissors, combs, or other metallic instruments are sterilized with an approved sterilizing solution. (2504) (NAVEDTRA 10176) | 3 | |
| ROC047. | The barber received a physical from the Medical Department before assignment and annually thereafter. (2504) | 3 | |
| ROC048. | Individual sanitary neck strips are used. (2504) (NAVMED P-5010) (NAVEDTRA 10176) | 1 | |
| ROC049. | A common brush or duster was "NOT" in use in the Barber shop. (NAVMED P-5010) (2504) (NAVEDTRA 10176) | 1 | |
| ROC050. | The Barbicide solution is changed at the end of each workday. (2504) | 3 | |
| ROC051. | Each barber has enough working tools to ensure proper sanitation between patrons. (NAVEDTRA 10176) (NAVMED P-5010) | 3 | |
| ROC052. | Ship's store stock is stowed on shelves or deck grating. (6000) | 3 | |

MAXIMUM POINTS: 177 (127/50)
 LESS N/A POINTS: _____
 ADJUSTED MAX POINTS: _____
 INDIVIDUAL POINTS EARNED: _____
 PULSE POINTS EARNED: _____
 TOTAL POINTS EARNED: _____

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